



STUDENT REGULATIONS FOR THE UNIVERSITY OF MILAN

(Promulgated with Rector's decree no. 10813/20 of 22/04/2020)

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TITLE I - DEFINITIONS AND SCOPE

Art. 1 - Definitions

For purposes of these regulations, the following definitions shall apply:

- a) University Academic Regulations: the set of rules that govern, pursuant to ministerial provisions, and Art. 11 of Ministerial Decree no. 270/2004 in particular, the academic infrastructure for the educational offerings available through the University of Milan;
- b) Interclass study programme: a study programme that satisfies the requirements of two different classes;
- c) Career: a set of actions and activities carried out by the student in the pursuit of an academic degree;
- d) Matriculation: initial enrolment in a study programme;
- e) Enrolment: enrolment after Year I;
- f) Additional learning requirement: an additional prerequisite assigned to a student based on lacunae discovered at the entrance-exam stage for any Bachelor's degree programme or single-cycle Master's degree programme, which must be satisfied during Year I of the degree programme;
- g) Study plan: the set of educational activities, both mandatory and selected by the student based on the guidelines set each year by the Academic Board for their programme, needed to earn a degree;
- h) Degree application: the application to be submitted to be allowed to sit for the final exam;

Art. 2 - Scope

1. The provisions of these Regulations shall apply:

- a) to students enrolled in a Bachelor's degree programme, single-cycle Master's degree programme, Master's degree programme, and Vocational master's programmes, established and implemented pursuant to Ministerial Decree no. 270/2004;
- b) to students enrolled in any post-graduate programme, to the extent they do not conflict with any special rules for those programmes;
- c) to students enrolled in any doctoral programme, to the extent they do not conflict with any special rules for those programmes;
- d) to students enrolled in other types of established programmes, provided they do not conflict with the provisions set forth in the charters for the same.

2. For the specific administrative procedures relating to admissions, matriculation, and students' academic careers, for those enrolled in a post-graduate programme, doctoral programme, and vocational master's programme, advanced courses, teacher-training programmes, please refer to the specific regulations for the same, and the related provisions promulgated by the Academic Senate.

Art. 3 - Student Status

1. Student status is obtained by matriculating into one of the study programmes contemplated in Art. 2 hereof.
2. Student status shall also be conferred on those students who enrol in individual courses, to the extent permitted by law.
3. Student status shall also be conferred on students hosted as part of a European Union exchange programme, or under a bilateral inter-university agreement.



Title II MATRICULATION AND DEGREE PROGRAMME ENROLMENT

Art. 4 - General rules

1. The Academic Senate sets, for each academic year, the deadlines for submitting an application to sit for the entrance exam, as well as the deadlines for submitting a matriculation application.
2. Students shall not be permitted to enrol in more than one study programme during the same academic year, whether on the same, or on multiple campuses, whether in Italy or overseas, unless a statutory or regulatory exception applies.
3. Student matriculation in a programme is perfected upon paying the first tuition instalment, which is set pursuant to tuition regulations, and upon all administrative procedures as determined by the various university offices having been completed.
4. Students who have not perfected their matriculation as stated *supra* shall not be able to take any action with respect to their academic career. Any such purported action, without proper matriculation, shall be void.
5. Study-programme admission is governed by the rules set forth in **Appendix 1**, which is an integral part of these regulations.

Art. 5 - Matriculation in a Bachelor's degree programme or single-cycle Master's degree programme

1. To be admitted into a Bachelor's degree programme, or into a single-cycle Master's degree programme, one must meet the degree/diploma and educational-background requirements as set forth in Art. 16, paragraph 1, of the University Academic Regulations.
2. Students' educational background is assessed through an aptitude exam. The goal is to assess the student's education and ability as formed during their university-preparatory or high-school programme, to ensure the student has the necessary foundation to begin their chosen university career.
3. The exam is required for matriculation. Should the student fail to meet the minimum requirements set for any individual study programme, they will be assigned Additional Learning Requirements (OFA), which must be satisfied during Year I of the programme.
4. For those programmes with open enrolment, the entrance exam is intended simply to assess the student's educational background. On the other hand, for programmes with capped enrolment (whether nationally or locally), the exam is used to generate a merit-based ranking and to fill the spaces allotted to the programme.
5. In terms of satisfying the OFA, the individual study programmes are required to offer remedial classes, and to make all pertinent information available through the Study Programme and on the portal (programme webpage).

Art. 6 - Matriculation in a Master's degree programme

1. To be admitted into a Master's degree programme, one must meet the degree/diploma and specific academic requirements as set forth in Art. 16, paragraph 2, of the University Academic Regulations. Additionally, the student must meet certain extra-curricular requirements as well.
2. The procedure for assessing extra-curricular requirements is established by the individual study programmes pursuant to the Guidelines issued by the Academic Senate.
3. A specific committee, duly appointed by the relevant academic body, is responsible for assessing curricular and extra-curricular requirements.
4. Any failure to meet the curricular requirements will make it impossible for the student to be admitted, although the student will be able to remedy the lacunae over the course of their academic career by sitting for additional exams. These are assigned by the aforementioned committee. In such cases, the student shall be required to satisfy the additional requirements before matriculating, and no later than the deadline established each year by the Academic Senate.
5. Should the extra-curricular component of the student's CV be deemed insufficient, they will not be allowed to matriculate.
6. With respect to matriculating into a Master's degree programme subject to a capped enrolment, the Board will generate a ranking of students in order to fill all available spaces.



Art. 7 - Transfer enrolment and matriculation

1. Students from other universities matriculate into Year I of the study programmes as available from year to year, following the normal protocol to do so. On the other hand, transfer students enrolling in later years would be admitted once their previous academic career has been duly reviewed by the Academic Board.
2. The Academic Board for the individual study programme may require an official transcript as additional documentation for purposes of receiving transfer credit. Students may not transfer into a degree programme that is no longer available.
3. To transfer into a Bachelor's degree programme, or a Master's degree programme subject to capped enrolment, a student must sit for the entrance exam and earn a place high enough in the rankings to be admitted. Certain exceptions are granted by the Academic Boards of the individual study programmes, or by the Executive Committees for a given Faculty or School.
4. The Academic Board has authority to vote on matters regarding transfer credits and the year into which to admit the student. However, the rule against admitting students into programme years that are not available stands.
5. Transfer students, including into years following Year I, shall be subject to the Academic Regulations for the study programme, and the Study Programme applicable to those enrolled in the first year, except in those cases where the needs of academic infrastructure require otherwise.
6. Once the resolution from the Academic Board has been received, the Student Registrar and "Right to an Education" Division will provide notice of the same to the student with an email sent to their institutional email account.
7. That notice may be sent early by the academic services office, as permitted by the relevant student registrar.
8. Any student wishing to transfer into a Master's degree programme must meet the curricular requirements, and shall be subject to a review of their extra-curricular qualifications.

Art. 8 - Matriculation with a university degree earned in Italy, on an accelerated track

1. Students who hold a university degree earned in Italy may matriculate into a new Bachelor's degree programme, single-cycle Master's degree programme, or Master's degree programme provided they follow the normal matriculation procedures as governed by Articles 5 and 6 of these regulations. These students must enrol in Year I unless, as determined by the Academic Board's review of their prior academic career, they are admitted into a later year.
2. For purposes of transferring credit earned during the student's previous academic career, upon submitting an application for matriculation, the student must submit an affidavit regarding the exams the student has passed, and the marks and credits earned, specifying the academic fields ("S.S.D.") for the same.
3. To enrol in a degree programme with capped enrolment, students must sit for the entrance exam, and rank high enough to be admitted, unless otherwise permitted under the individual programme-admission regulations set forth in the call for applications. For open-enrolment programmes, the Academic Board may provide waivers with respect to the curricular and extra-curricular requirements.
4. Should a student be slated to graduate after the matriculation deadline, such upcoming graduate may matriculate following the deadline, but no later than 31 December.
5. The Academic Board has authority to vote on matters regarding transfer credits and the year into which to admit the student. However, the rule against admitting students into programme years that are not available stands.
6. Students who have already graduated, including those admitted into years following Year I, shall be subject to the Academic Regulations for the study programme, and the Study Programme applicable to those enrolled in the first year, except in those cases where the needs of academic infrastructure require otherwise.
7. Once the resolution from the Academic Board has been received, the Student Registrar Division will provide notice of the same to the interested student with an email sent to their institutional email account.
8. The provisions under the instant article shall apply, to the extent compatible, to those students who have earned an academic degree from a Music and Fine Arts Conservatory, or from a Language and Intercultural Mediation School, insofar as permitted by law, and provided the student holds a high-school or university-preparatory school diploma.



9. Students who have begun but not finished an academic career, to which the provisions of this article apply, may apply for transfer credit and to accelerate their degree programme.

Art. 9 - Matriculation of students with a qualification earned overseas

1. The admission procedures for students with a qualification earned overseas are set on an annual basis. These are announced through a specific notice pursuant to ministerial decrees regarding international student matriculation. Admission procedures vary depending on the type of qualification earned.
2. For purposes of matriculating into a Bachelor's degree programme or a single-cycle Master's degree programme, the Student Registrar and "Right to an Education" Division determines the sufficiency of any qualifications earned abroad, pursuant to applicable ministerial provisions, and any applicable international agreements.
3. For purposes of matriculating into a Master's degree programme, the relevant academic body determines the sufficiency of any degrees earned abroad, which is then subject to a formal verification by the Student Registrar and "Right to an Education" Division pursuant to applicable ministerial provisions, and any applicable international agreements.
4. Matriculation procedures for students who have earned such foreign qualifications and degrees are governed by the rules set forth in **Appendix 2**, which is an integral part of these regulations.
5. Academic degrees earned, along with any study-abroad programmes completed through a foreign university, may be transferred as academic credit pursuant to Law no. 148 of 21 July 2002. The protocols for such recognition are set forth in the above-mentioned **Appendix 2**.

Art. 10 - Enrolment in degree programmes offering double degrees or joint degrees

1. The University of Milan offers the option of earning a double degree through a collaboration with another university, whether in Italy or abroad, or developing a joint programme with the same. In both instances, the degrees earned overseas would be recognised in any country participating in the programme.
2. The institution of the programmes under paragraph 1 is governed by specific conventions or additional deeds which establish rules for identifying students, matriculation, tuition / fee / financial-aid rates, as well as the content of their study plan, and finally the allocation of tuition and fees paid by students.

Art. 11 - Part-time enrolment

1. The University of Milan provides accommodations for those students who cannot regularly attend classes or sit for the related exams on a normal schedule due to work, family, or health obligations. These accommodations include the possibility of part-time enrolment on a schedule tailored to the student's needs. Please see **Appendix 3 - Part-time enrolment**, which constitutes an integral part of these regulations, for more details.

Art. 12 - Enrolment in individual courses

1. To enrol in individual courses, insofar as permitted under Article 17 of the University Academic Regulations, the interested party must hold a degree which makes them eligible for admission to the University, and must submit the required online application by the deadlines set each year by the Academic Senate.
2. For those capped-enrolment degree programmes, the related Academic Board shall establish rules for admission into individual courses from year to year.
3. Tuition rates are set each year by the Board of Directors. Foreign students enrolled at a university with which specific agreements are in place, or on an inter-university exchange system, or those on a Ministry of Foreign Affairs scholarship, will receive tuition waivers.
4. The course choice made at the enrolment stage cannot be changed unless a new enrolment application is submitted, and perfected by making the required tuition down payment.
5. Students who are already enrolled, during the same academic year, in a Bachelor's degree programme, Master's degree programme, or single-cycle Master's degree programme with this university cannot register for individual courses.
6. Students who have discontinued their studies or are on a leave of absence are not allowed to take individual courses.



7. Enrolment in individual courses is permitted for those in a doctoral programme, post-graduate programme, vocational master's, and advanced courses.
8. The individual course will be valid for the specific academic year in which it is taken; therefore, students must sit for the exam by 28 February of the academic year following their academic year of enrolment. Otherwise, the student's academic career will be administratively terminated.
9. Any credits earned by passing exams for individual courses may be awarded to the student who enrolls in a degree programme thereafter at the University of Milan.
10. Tuition for admission in one or more individual courses shall be determined based on statutory tuition-rate schedules.

Art. 13 - Credentials and ID badges

1. Upon matriculating, students are assigned a student ID number and an email account. The login credentials for their email account are provided once the tuition payment is made. This account allows students to access all online services offered by the University.
2. The incoming student is then provided with a university ID card, called the "La Statale" Card. For information and rules on using the "La Statale" Card, please review **Appendix 4**, which is an integral part of these regulations.
3. Administrative offices and educational departments and divisions may only use email to send students notices or personal correspondence regarding the student's academic career, and for financial reasons.

Art. 14 - Enrolment after Year I, and transfer regulations

- 1 Students must enrol, without a gap, into the next academic year following their year of matriculation, every year until they earn their degree.
2. Enrolment in years following the first year is conditioned upon paying the first instalment of university tuition and fees in accordance with the deadlines set annually by the Academic Senate. Payment of the first instalment is tantamount to submitting an enrolment application.
3. Encumbrances with respect to enrolment into subsequent years can only be placed for academic reasons. The credits required to overcome the encumbrance must be earned by 30 September or by another date as contemplated for the study programme.
4. Students falling into the following categories will be deemed "repeating":
 - a) students who fail to resolve any academic encumbrances by 30 September or another date as set each year by the Academic Board;
 - b) students who, with respect to any study programmes for which class attendance is mandatory, have outstanding attendance certifications.
5. Students in "repeating" status are included in the cohort of students who, for that specific year, are enrolled as regular students.
6. Please note that years completed in "repeating status" count towards a lapse in student status.
7. Students who are not properly enrolled cannot take any steps towards earning a degree. Any such purported action, without proper enrolment, shall be void.

Art. 15 - Student tuition

1. Tuition amounts, deadlines, and payment methods for students in the various categories, as well as any total or partial tuition waivers, which are either needs- or merit-based, are governed by a specific resolution passed each year by the Board of Directors.
2. Any student in arrears with tuition and fees will not be able to enrol in the following year, nor will they be allowed to transfer to another campus or into another programme; they cannot sit for exams or submit a degree application, receive any certificate or take any other action towards pursuing their degree.



Title III - PROVISIONS RELATING TO THE STUDENT'S ACADEMIC CAREER

Chapter I - Student careers

Art. 16 - Study plan

1. Within the current deadlines set annually by the Academic Senate, students will be required to submit a study plan pursuant to the rules set by the relevant University offices.
2. The study plan for each student shall include mandatory educational requirements, any optional educational activities, elective activities, and additional academic activities that the student intends to take during their academic career, and for which they must satisfy certain learning-outcome assessments. Failure to meet these requirements will make it impossible for the student to sit for the final exam.
3. Study plans that match the curriculum contemplated under the academic regulations for the study programme in question are automatically approved.
4. The academic regulations for the individual study programmes govern those cases in which students can submit ad-hoc study plans which differ from the official curriculum.
5. The proposed study plans are assessed by the Academic Board, which will then generate a list of activities required to earn their degree. That said, all rules and limitations established by the Academic Regulations for the year in which the student matriculated shall stand. The Academic Board may delegate authority to an ad-hoc committee, whose responsibilities will include orientation for the student.
6. The study plan, once submitted and automatically approved, or individually approved by the Academic Board for any ad-hoc study plan, cannot be modified during the academic year in which it was submitted.
7. If the student's career does not accord with their study plan at the time the degree application is submitted, the student will not be allowed to sit for the final exam.
8. Any additional educational activities beyond the minimum required for completing one's degree will not count towards one's study plan.
9. Students will not be allowed to sit for any exam for a course which is part of the academic offerings for another study programme, unless they were included in an approved study plan.
10. Students enrolled in Bachelor's and single-cycle Master's degree programmes cannot sit for elective exams unless approved for their study plan. Students enrolled in a Master's degree programme must submit their study plan during Year I of the programme.
11. Students with an approved study plan may take additional exams, or exams in excess of those contemplated under the study plan, up to a maximum of 18 credits overall. Students enrolled in a Bachelor's degree programme may include exams selected from the Master's degree programme offering, up to a maximum of three courses over the course of their programme. These credits would count towards the 18-credit limit.

Art. 17 Attendance roster and course enrolment

1. The University directly guarantees students the right to attend classes included within the University's own academic offerings and as established for the academic year in question. One must be enrolled in the University to be allowed to attend classes.
2. The Academic Boards set the protocols for recording attendance. For those study programmes for which attendance is mandatory, instructors are required (at the end of each class session) to provide the names of any students not eligible for an attendance certification to the designated office within the Student Registrar Division. This notice may be provided on- or offline. Absent such notice, all enrolled students will receive attendance certification.
3. The individual study programmes may require that students enrol in advance for the academic activities they intend to take in the upcoming academic year. If enrolment in the educational activities is not required, the student will be enrolled administratively upon registering for the learning-outcome assessment.

Art. 18 - Learning outcome assessments

1. Study programme regulations, and the individual course sheets establish the methods for assessing learning outcomes pursuant to Art. 19 of the University Academic Regulations.



2. In order to sit for exams, and to take other learning-outcome assessments, the student must be current on tuition and fees, have completed all prerequisites, and hold all required attendance certificates as needed.
3. Students may not take an exam they have already passed, including with respect to any transferred exams.
4. Should a student violate any of the foregoing rules, the affected exams will be voided pursuant to a Rector's order.
5. To sit for an exam, the student must register for the desired exam period using the online portal. The sign-up lists for the exam periods are made available on a timeline, and in the manner, set by the programmes. As required under Article 18 of the University Academic Regulations, the dates for learning-outcome exams and assessments are set at least sixty (60) days prior to the date for the exam or assessment.
6. Upon registering for any learning-outcome exam or other assessments, a degree audit is automatically run through the IT system.
7. As a condition precedent to taking the exam, and for the exam to be counted, the Exam Board must verify the student's identity. The student must show their "La Statale" Card and a valid ID document, without which they will not be allowed to sit for the exam.
8. Exams and other learning-outcome assessment credits are registered online using digital signatures.
9. The registers are signed by the Chairman of the Exam Board.
10. Upon registering the exam, the student receives a copy of the register entry to their University-assigned email.
11. Oral exams are public and are registered at the time they are taken, and in the student's presence. Written exams are registered with the date the written exam is taken. The results of any written exams are posted online by the Chairman of the Exam Board.
12. The exam is entered onto the student's transcript with a notation of the mark received, if the student passed the exam. Results for any students who withdraw from the exam, or reject the mark given, or for those receiving an insufficiency, are registered with the notation "withdrawn" or "failed", but do not appear on the student's transcript.
13. The results of any written exams are posted online by the Chairman of the Exam Board. At the time the results are posted, the student receives a copy of the notice to their University-assigned email.
14. For any fully written exams, the student is required to accept or reject their marks within ten (10) days of publication of the results using the online portal. Once that deadline has lapsed, the mark will be deemed accepted as a matter of tacit acceptance. The student will have no further option to reject it. At the time of the written exam, the Board obtains a signature from the student as a record of their exam attendance, in the manner contemplated by the Student Registrar and "Right to an Education" Division.

Art. 19 - Standards for recognising academic credit

1. The Academic Boards have authority to vote on the awarding of credits for any university or programme transfer, or any academic activities taken at another Italian or international university including by adopting an ad-hoc study plan. The Boards also have authority to vote on the awarding of transfer credit for those students who have already earned a degree from the University of Milan or other university, when students are requesting an accelerated track to graduation.
2. A maximum of twelve (12) credits are available (insofar as permitted under the academic regulations for the study programmes, and pursuant to pre-set criteria within the programme regulations) for the self-certification of certain relevant knowledge and abilities. These must be duly substantiated as required by Art. 11, paragraph 2, subpart (g) of the University Academic Regulations, and insofar as compatible with the provisions of paragraph 7 of the aforementioned article.
3. Any academic activities for which university credit has already been awarded for a Bachelor's degree programme, cannot then be transferred in for credit in a Master's degree programme.
4. For any programme transfer within the university, or any transfer from another university, the denial of transfer credit must be substantiated as required under Article 3, paragraph 8, of the



Ministerial Decrees issued on 16 March 2007 with respect to specific Bachelor's degree and Master's degree classes.

5. For any transfer from one programme to another in the same class, the quota of credits relating to the same academic field ("S.S.D.") which are directly awarded to the student cannot be less than 50% of those already earned.

6. For purposes of assessing the student's prior academic career, the Academic Boards must reconcile the student's former career with the degree programme into which the student is applying for admission. Moreover, they must also determine whether any previously earned credits are now obsolete.

7. The Academic Boards shall determine the window of validity for the credits earned by the student. Once that window has closed, any obsolete credits are removed from the student's transcript by Order of the Rector.

8. Should the academic credits be deemed obsolete, they will be expunged from the student's transcript. Thereafter, the student may apply to the Academic Board for guidance on the activities to be undertaken to restore the expunged credits.

Art. 20 - Student mobility and international exchanges

1. Students permitted to study abroad pursuant to Art. 22 of the University Academic Regulations, upon their return to Italy, are required to deliver to the study-programme deputy, or to the appropriate student office, a certification from the host university regarding the student's academic undertakings during their study abroad and the credit awarded for the same, in order to receive transfer credit from the Academic Board. The Board may then assign an instructor or an ad-hoc committee to review the student's international coursework and activities.

2. Coursework and other activities completed abroad must be registered with the original name and ascribed to the types of activities contemplated under the regulations for the study programme, using the corresponding subject area or discipline designations. This would not be required for students who had their coursework and activities assessed and pre-registered prior to their departure.

3. At the assessment stage, and for each type of coursework or activity completed overseas, the marks, date the exam was taken, the category, field, discipline, credits, and any substitute activities must be noted. The student, upon applying for study-abroad credit, must fill out an ad-hoc study plan which, given the specificity of the plan followed, cannot be varied over the course of their career, subject to specific exceptions.

Once the study-abroad review process is complete, the related documentation is forwarded inter-office to the appropriate Student Registrar for purposes of recording the credit onto the student's transcript.

Art. 21 - Final exam and earning a degree

1. Bachelor's degrees and Master's degrees are awarded once the student passes a final exam, which is given pursuant to Article 20 of the University Academic Regulations.

At the end of the student's academic tenure, in order to be awarded the degree, they must submit a degree application by the deadline established by agreement of the Student Registrar Division and the Academic Boards, or the Executive Committees of the Faculties.

2. To be permitted to submit a degree application, students must be current on tuition and fees, hold an approved study plan, and have taken all the exams contemplated under that study plan. For each degree programme, the Student Registrar posts the deadlines, procedures, and required documents for the final exam admission, using a public online notice board.

3. For any Bachelor's degree programme and Master's degree programme governed by Ministerial Decree no. 509/99 and Ministerial Decree no. 270/2004, the student's grade point average is weighted in terms of credits earned using the exams recorded with marks in thirtieths, using the following formula:

- grade-point average out of 30:
$$\frac{\text{sum of the marks multiplied by their respective credits}}{\text{sum of credits contemplated for the exams used to calculate grade-point average}}$$
- average out of 110:
$$\frac{\text{the result of the weighted average out of 30} \times 110}{30}$$



For those programmes falling within the scope of any regulations that pre-date Ministerial Decree no. 509/99, the arithmetic mean applies.

Art. 22 - Posthumous awarding of an honorary degree

1. The University of Milan, in situations where a student passes before they complete their academic study, may issue (when requested by the deceased student's family or relatives within one degree of kinship) an "honorary, posthumous degree" when the following conditions are met:

- a) the student, at his or her passing, was enrolled, either on a regular track or on a "repeating" status, in the last year of study;
- b) the student, at his or her passing, had completed or passed all academic activities contemplated under the most recent, approved study plan in effect for the last year of programme;
- c) the Degree Board expresses a judgement on the completeness of their thesis work, accompanied by a final assessment stated in one-hundred-tenths.

2. Once the conditions enumerated in points (a) and (b) have been satisfied, and an opinion under point (c) of the prior paragraph has been issued, the designated office sends the relevant department (or other academic body) the application as submitted by the relatives of the deceased student, and thereafter receives a resolution on the merits of the request for the posthumous degree.

3. The office then generates a diploma on parchment, citing thereon the details of the resolution awarding the honorary degree, and the notation that the honorary degree was awarded posthumously to the student.

Chapter II - Academic-career modification and student-status changes

Art. 23 - Transfer into another study programme within the University of Milan

1. Students enrolled in a study programme who wish to pass into another study programme within the University must submit an intra-university transfer request during the period established by the Academic Senate each year, and in the manner contemplated in the notice of admission.

The application for intra-university transfer is submitted online by students upon renewing their enrolment in the prior study programme.

2. To submit an application, one must be current on tuition and fees for the prior academic years. The transfer letter, with the student's documentation, is submitted to the target Student Registrar which then will launch the assessment protocol for reviewing the student's transcript.

3. The Academic Board has authority to vote on matters regarding the application for transfer credits and the year in which to admit the student. However, the rule against admitting students into programme years that are not available stands. Transfer students, including into years following Year I, shall be subject to the Academic Regulations for the study programme, and the Study Programme applicable to those enrolled in the first year, except in those cases where the needs of academic infrastructure require otherwise. Once the resolution has been received, the student registrar will provide notice of the same to the interested student with an email sent to their institutional email account.

That notice may be sent early by the academic services office, as permitted by the relevant student registrar.

4. The student enrolled in a Master's degree programme other than a single-cycle programme who intends to transfer into another Master's degree programme (other than a single-cycle programme) must submit a pre-enrolment form in accordance with Article 4 of these regulations for purposes of assessing the student's curricular and extracurricular requirements.

Should the student be admitted, they must submit an online transfer application, which will be processed by the student's home registrar.

5. Students who transfer into a capped-enrolment programme from another programme within the University must take the entrance exam, and rank high enough to be admitted into the places. Once the student has passed the entrance exam, they must perfect their enrolment into the new



programme by the deadline appearing on the posted ranking using the online intra-university transfer form.

6. The provisions of the instant article shall also apply to a transfer from a programme governed by Ministerial Decree no. 509/99 to the corresponding programme under the reorganisation promulgated with Ministerial Decree no. 270/2004.

Art. 24 - Transfer to another university

1. Students may transfer to another university by applying within the deadline set each year by the Academic Senate. An application to transfer to another university must be submitted online, and completed by paying the tuition rate set each year by the Board of Directors.

2. To submit a transfer application, one must be current on tuition and fees for the prior academic years.

3. Students are not required to renew their enrolment for the academic year for which their outgoing transfer request was submitted, provided it has been submitted by the deadline.

4. Applications submitted after the deadline shall not be accepted except in exceptional cases, with sufficient supporting documentation and justifications. Such requests will be reviewed by the Director of the Student Registrar and "Right to an Education" Division, and be subject to late fees as set by the Board of Directors.

5. Transfer applications to other universities during the academic year of the student's matriculation, except for instances of transfer to programmes which are capped at a national level, will not be accepted.

Art. 25 - Discontinuing studies

1. Students who have not renewed their enrolment for at least one academic year, should they intend to continue their studies, must submit a specific application to **continue** their academic career (return to studies). For each academic year of their absence, a re-entry fee as set by the Board of Directors, in addition to the tuition and fees contemplated for the academic year when the student returns to their studies, shall be due.

2. During the period studies have been discontinued, no work towards a degree may be done, nor may any academic or administrative services be utilised.

Students who discontinue their studies without completing the pending years of enrolment cannot restart their prior programme when the programme years needed to stay on the same degree path are no longer available.

3. Students who return to their studies may sit for exams beginning on 1 October of each academic year, provided the exams are germane to courses offered during the years of enrolment.

Should the academic regulations for the study programme contemplate periodic reviews of credits earned (to ensure no credits have become obsolete), the rule applies even in instances where the student restarts their studies in the same or in another study programme.

Art. 26 - Leaves of absence

1. Any student enrolled in a Bachelor's degree programme or Master's degree programme or single-cycle degree programme may request their academic career be temporarily suspended in order to enrol in a post-graduate programme, doctoral programme, or vocational master's. The leave of absence may also be requested to take coursework through an international university or a military academy.

2. To submit a leave-of-absence application, one must be current on tuition and fees for the prior academic years as of the time the application is submitted.

3. Upon returning to one's studies, the student is required to pay a **re-entry fee** as set by the Board of Directors, and to document the activities undertaken during their absence from campus.

2. During the student's leave of absence, no work towards a degree may be done, nor may any academic or administrative services be utilised.

5. Students who take a leave of absence without completing the pending years of enrolment cannot restart their prior programme when the programme years needed to stay on the same degree path are no longer available.

6. Students who return to their studies may sit for exams beginning on 1 October of each academic year, provided the exams are germane to courses offered during the years of enrolment.



7. Should the academic regulations for the study programme contemplate periodic reviews of credits earned (to ensure no credits have become obsolete), the rule applies even in instances where the student restarts their studies in the same or in another study programme.

Art. 27 - Withdrawal

1. Students may withdraw from their academic career at any time by submitting formal notice to the University.

2. Such withdrawal is irrevocable and unconditional. However, the withdrawal does not foreclose the option of re-matriculating into the same or a different study programme. Any credits earned previously will be assessed by the Academic Board to make sure they have not, in the interim, become obsolete.

3. The readmitted student is required to pay a re-entry fee as set by the Board of Directors each year.

4. To withdraw from the university, and to receive any certifications for their academic tenure, one must be current on all past tuition up through the last year of enrolment, even if no exams have been taken. Enrolled students who intend to withdraw from their studies during the pending year are required to pay tuition for the entire academic year.

5. Students formerly enrolled in a programme falling within the scope of the regulations promulgated under Ministerial Decree no. 509/99 or 270/2004, who have withdrawn from this university, and who intend to enrol in the same or another degree programme with the credits earned during the prior career being recognised, are required to resolve any outstanding payments relating to that former academic career, up through the last year of enrolment, without prejudice to any fees owed for processing the former transcript.

Art. 28 - Lapse of student status

1. Students enrolled in a Bachelor's degree programme, a Master's degree programme, or a single-cycle Master's degree programme, will see their student status lapse if they, for three consecutive academic years from when they last sat for an exam, fail to pass a learning-outcome exam.
2. The rule set forth *supra* shall not apply should the enrolled student have completed all required credits, except for those allocated to the final exam.
3. The lapse of student status does not preclude a new matriculation. Any credits earned previously will be assessed by the Academic Board to make sure they have not, in the interim, become obsolete.
4. For students enrolled in study programmes contemplated under the regulations that pre-date Ministerial Decree no. 509/99, the provisions of Article 4, paragraph 14 of the University Academic Regulations established by Rector's decree of 15 October 1998 shall apply: their status will lapse where they fail to pass a learning-outcome exam for eight consecutive academic years from the date of their last exam. In such case, the lapse will lead to the prior career being voided. Should the student wish to re-matriculate, such prior credits will not be recognised. This period is suspended when a student transfers to another university or study programme.
5. Any student with a lapsed career has the right to request certificates on the academic work they have completed. These certificates will note the lapse in the student's academic career.

TITLE IV - STUDENT RIGHTS AND RESPONSIBILITIES

Art. 29 - Issuance of certifications

1. Students and graduates have the right to obtain a certification regarding their academic standing and the credits earned with reference to the academic years for which they have paid tuition. The certification may also include, in addition to the student's biographical data and their student ID number, coursework and other academic activities completed, marks received, credits earned, the duration of their chosen course of study and the study plan, if requested. Furthermore, the issuance of certifications attesting to tuition amounts paid for each calendar year is available.



2. Students whose career ended following withdrawal, transfer, or a lapse, may only secure a certification attesting to the reason their academic-career ended, with the list of exams taken at the University of Milan, but only with regard to the academic years for which all required tuition and fees were paid.
3. The certificates may be requested from the customer-service windows of the designated offices by the interested party directly, or by a person authorised pursuant to a written proxy, bearing a copy of the student/graduate's ID. The issuance of certificates is subject to regulations on tax-revenue stamps.
4. The procedures relating to graduation certificates and copies of the same appear in **Appendix 5**, which is an integral part of these regulations.

Art. 30 - Information and participation in administrative proceedings

1. The University of Milan ensures that procedures and decisions taken regarding student careers be made public, with respect to the formats and tools used for the same. The University organises the information and data in its possession using tools apposite to facilitate the access to, and use of, the same by students, within the scope of applicable personal data regulations.
2. Students may exercise their right of access in the manner, and using the channels contemplated by law and internal record-access protocols.
3. The University's website is the official notice board for the Student Registrar and "Right to an Education" Division and the individual study programmes. Students are required to consult it regularly. By the same token, the student's university email account, provided at matriculation, is the official channel for personal correspondence from the university.
4. Students are required to become familiar with these Regulations and the annual implementing provisions thereto, as set forth in the yearly guides and Study Programmes for the individual degree programmes.

Art. 31 - Personal data processing

1. The processing of data-subject personal data by the University, acting as data controller, is governed by EU Regulations no. 2016/679, Legislative Decree no. 196/2003 and the "University of Milan Regulations for the Processing of Sensitive and Court-Related Data", especially with respect to those purposes relating to the carrying out of institutional actions which are of public interest, or which otherwise are an exercise of the University's public powers, including the compliance required under the law for purposes of managing the academic and financial relationship between the University and its student body.

Art. 32 - Disciplinary rules

1. Students are required to abide by all statutes, regulations, and the Code of Ethics presently in effect at the University of Milan, and with all standards of good conduct whilst on University property, and in any interpersonal relationships.
2. Any breach of such rules will lead to disciplinary action against the transgressor pursuant to Article 52 of the General University Regulations, and potentially to civil or criminal penalties.
3. Student conduct falls within the aegis of the disciplinary provisions regardless of whether they are on or off campus when the incident relates to the student's status as a university student, and when the conduct tarnishes the reputation and good name of the University of Milan, and academia in general, without prejudice to any remedies available at law.

TITLE V - TRANSITIONAL AND FINAL PROVISIONS

Art. 33 - Final rules and effective date

1. These regulations have been approved and amended by the Academic Senate, by an absolute majority of its members. They were promulgated pursuant to a Rector's decree, and took effect ten (10) days after their publication on the University's website.
2. The provisions contemplated herein, to the extent permitted, shall apply to all enrolled students and graduates upon entering into effect. The rules on lapse under Article 27 shall apply to those matriculating beginning in the 2020/2021 academic year.



3. For anything not specifically contemplated herein, provisions of applicable law or regulation shall provide gap-filling terms.

4. Beginning with the 2020/2021 academic year, the previously applicable Regulations with respect to part-time enrolment shall be repealed.