



Student Regulation promulgated with Rector's Decree no.10813/20 of 22 April 2020 Appendices 1- 2- 3 - 4 - 5

Appendix 1 - Procedures for enrolment in the study programmes

1. Admission into a Bachelor's or single-cycle Master's degree programme

The terms and conditions for enrolling in a Bachelor's or single-cycle Master's degree programme are set out in the public notices issued by the Student Registrar and "Right to an Education" Division.

Unless otherwise required by Italian law, there may be several application periods for a given degree programme (regardless of whether enrolment is open or capped). Detailed rules appear in the notice inviting students to apply.

The notice must specify the following: admission requirements, procedures for admitting applicants with a qualification earned abroad, application process and deadlines, entrance-exam procedure and date, how the exam is scored, the deadline and procedures for publishing the results, enrolment deadlines, and information on OFA (Additional Learning Requirements).

At the time the results are posted, students must also be notified of any OFA.

For capped-enrolment programmes, the notice must also note the number of available spaces, and the ranking criteria.

In such cases, the exam is intended not only to assess the incoming student's aptitude for the programme, but also to generate a merit-based ranking to be used to fill all available spaces, consequently admitting any candidates who sat for the entrance exam up to the cap for the programme.

Should more than one session be contemplated, for any session other than the last one, a minimum passing score may be set for students to be admitted and ranked.

Rankings are posted as soon as possible, no later than eight (8) days from the exam date.

The notice inviting students to apply for a given degree programme, for those where enrolment is capped at a national level, is posted to the site at least sixty (60) days prior to the entrance exam, unless otherwise required by statute.

The notice inviting students to apply for a given degree programme, for those where enrolment is capped at a local level, or those with open enrolment, is posted to the site at least thirty (30) days prior to the application deadline.

Applications are only accepted online. The notice provides admission deadlines and requirements. The Admissions Board is appointed by the Academic Board, and is made up of a number of board members and alternates, all of whom must be either an instructor or researcher. The number of members shall be sufficient to ensure the procedures are duly carried out. There shall be at least three (3) board members, other than alternates.

2. Admission into a Master's degree programme

To enrol in an open-enrolment Master's degree programme, one must submit an application to have one's transcripts and academic CV reviewed, to ensure the student has the proper academic and personal background for the programme.



Admission is likewise open to 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.

Applications are only accepted online. The notice provides admission deadlines and requirements as set each year by the Academic Senate.

An application is likewise required of those who are currently enrolled in a Master's degree programme, and wish to transfer within the University, or from another university or campus, and those who hold a Master's Degree.

For purposes of determining whether the applicant meets the academic requirements, in addition to those diplomas or degrees requested by the degree programme, students who earned their degree from another school must produce an affidavit setting forth the exams they passed, and the academic fields ("S.S.D.") for the same.

Applications are reviewed during those application periods scheduled each year by the Academic Senate.

Graduates, and upcoming graduates earning their degree by December of the prior academic year who meet the academic requirements may apply. However, the individual study programme may set an earlier deadline in terms of meeting the academic requirements and graduation.

The Student Registry Division handles the online applications and forwards them through the Online Services for Instructors to the Boards, attaching the documentation relating to the diploma earned or to be earned, the exams taken or to be taken, and the documents required by the degree programme for purposes of vetting applicants (European CV, language certifications and transcripts).

Should there be a language requirement for programme admission, and should the study programme have determined that the requirement should be reviewed by SLAM, the final assessment of the application by the Board shall be conditioned on SLAM's assessing the student's language ability.

Any applicant who has not satisfied the language-certification requirement, or secured SLAM certification on their English-language proficiency during their prior degree programme, must pass an English-language proficiency exam. Otherwise, the student will not be admitted.

During the application-review process, the Board may reach out to the applicant through the dedicated service, soliciting additional documents as needed.

Students will receive their admission or rejection letter in an online format from the Board. Letters will go out by the deadline for such notices as set by the individual study programme. The Board is mindful that students need to be provided this information in a timely manner in order to select a university and a study programme.

Any decision not to admit a student must be adequately justified.

The applicant may enrol immediately upon receiving notice of their admission.

For admission into **capped-enrolment Master's degree programmes**, the Board will generate a ranking, and the enrolment procedures will be completed by established deadlines, and using the methods set forth in the invitation to apply.



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Appendix 2 - Recognition of foreign degrees and transfer of credits earned abroad

The university is responsible for reviewing degrees earned abroad and the student's transcript, for purposes of admission into a university degree programme, for placing the student on an accelerated track, or for awarding a degree.

The University of Milan cannot:

- a. Issue recognition of professional licensure, as that authority falls to the Ministry charged with regulating the particular profession;
- b. Issue recognition for purposes of competitive-procedure awards, as that authority falls to the Prime Minister's Office.

The recognition of a medical degree earned abroad is subject to a specific Regulation promulgated by the Executive Committee of the Faculty of Medicine on 10 June 2019: "Regulation for reviewing applications for the recognition of an international medical degree in the absence of a bilateral agreement with Italy".

A) Admission into a study programme of the University of Milan with a foreign qualification

Minimum requirements

1. To be admitted into a Bachelor's or single-cycle Master's degree programme, the student must hold a secondary-school (either university-preparatory or high-school) diploma awarded at the end of a twelve-year period of study, which would have allowed the student to enrol in a similar university programme in their home country. Where a local school system contemplates, instead, a ten- or eleven-year period of study, the student must make up the missing year or two years by following the *Procedures for students applying for a student visa for a higher-education programme*, as published each year by the MIUR in collaboration with the Ministry of the Interior and the Ministry of Foreign Affairs. Some international secondary-school diplomas require additional prerequisites. The list of these diplomas and the prerequisites appear in Annex 1 of the *Procedures for students applying for a student visa for a higher-education programme*, as cited *supra*.
2. To be admitted into a Master's degree programme, one must hold a first-level university degree allowing one to enter a second-level university programme under local higher-education regulations. Additionally, the curricular and extracurricular requirements for the programme must be met.
3. Upon matriculating, students must produce the following documents (originals and one copy):
 - a) Bachelor's and single-cycle Master's degree programmes
 - Secondary-school diploma, translated into Italian, certified by the appropriate national or consular authority in the country where the diploma was conferred;
 - A Certificate of Equivalence of Qualification issued by the Italian Embassy in the country where the diploma was awarded, or a certificate of validity issued by an ENIC-NARIC centre, or by the relevant consular authorities in Italy;
 - Certificate of enrolment in the university along with a transcript, or a post-secondary diploma earned through a non-university programme, or a certificate of completion for a "foundation course" if the local system contemplates fewer than twelve years of pre-university education;
 - Certificate of academic sufficiency, if contemplated in the student's home country;
 - Valid stay permit (for non-EU students only);



- Tax ID number;
 - ID.
- b) Master's degree programmes
- Secondary-school diploma, translated into Italian, certified by the appropriate national or consular authority in the country where the diploma was conferred;
 - Bachelor of Science or equivalent degree translated into Italian by an official translator, certified by the relevant authorities in the country where the degree was conferred;
 - A Certificate of Equivalence of Qualification issued by the Italian Embassy in the country where the degree was awarded, or a certificate of validity issued by an ENIC-NARIC centre, or by the relevant consular authorities in Italy;
 - Valid stay permit (for non-EU students only);
 - Tax ID number;
 - ID.

A secondary-school diploma, university or other post-secondary certifications, and any degree certificate, will also be accepted in French, English, German, and Spanish (unless the rules for the specific degree programme require otherwise).

The certified translation of the university degree, and the related Certificate of Equivalence of Qualification or certificate of validity may be substituted by a Diploma Supplement issued by any university falling within the European Higher-Education Area.

In addition to these documents, **non-EU students who reside abroad** must also deliver:

- Submission receipt for their stay-permit application or renewal;
- Student visa;
- Any Italian-language certifications.

Additional documents may be required for enrolment, as contemplated under the Calls for Applications, or identified on any University webpage for international-student applications. Those same Calls for Applications further govern the admission requirements, which are mandatory.

B) Recognition of an academic degree earned abroad

Documentation required for foreign-degree recognition

In order to secure the recognition of a foreign academic degree, applicants must submit an online application, annexing thereto the following documents:

1. Secondary-school diploma;
2. University degree, translated into Italian, and certified with a declaration of equivalence of qualification, or a certificate of validity issued by an ENIC-NARIC centre;
3. Official transcript issued by the foreign university, translated and certified;
4. Relevant excerpts of the course catalogue printed on university letterhead, embossed with the university's seal, translated (for any exceptions, please review the University website);
5. Valid ID;
6. Tax ID number;
7. Stay permit (for non-EU students only).

Additional details may be found on the dedicated page on the University's web portal.

Requirements

The international degree for which a student is applying for recognition must have been issued by a university or other university-level institution which is an official part of the educational system in question.



The foreign degree must be the final academic certification for either a first-level (Bachelor's) or second-level (Master's) programme which is comparable to an Italian "Laurea", "Laurea Magistrale", or "Laurea Magistrale a ciclo unico" and whereupon the student would be eligible for admission into the next level in the student's home country.

The degree analogous to the degree for which recognition is sought must be contemplated within the University of Milan's academic offerings for that specific academic year.

Recognition of the foreign degree may not be requested for any study programmes unless the programme has been fully available through the last contemplated year of the programme.

The application for recognition of a Master's degree necessarily implies an assessment of the first-cycle degree, or the initial course of studies for any single-cycle programme, to ensure that the minimum admission requirements into the Master's degree programme, as set by the University, have been satisfied.

Should the student have been admitted into the foreign university following a primary and secondary-school education lasting fewer than twelve years, the degree cannot be fully recognised. One must meet the language-proficiency requirements of the study programme for which equivalence-recognition is sought.

Procedure and deadlines for submitting an application for degree recognition

The applicant may submit a request for degree recognition (including all documents required) in the available period, as set out from year to year on the international-degree-recognition page on the University's website.

All applicants are required to submit their applications online. The selection of the degree programme for which one is requesting equivalence-recognition is irrevocable.

Non-EU citizen-applicants who reside abroad must abide by all student-visa application requirements specific to higher education.

Applications for recognition submitted pursuant to specific international agreements must comply with the terms and conditions, if any, set forth in such agreements.

Procedures and deadlines for assessing degrees

The University of Milan will let the student know whether their application has been taken in within fifteen (15) days of their application. If their application is rejected, the reasons for the rejection and/or the procedure for submitting the missing information or documents will be provided.

Once the application has been taken in, the International Students Office will evaluate the degree in terms of its substance and its position within the educational system, at which point it will forward the documentation to the instructors charged with the academic assessment for the same.

An ad-hoc committee, appointed by the Academic Board for the study programme in question, will review the documentation, and issue an opinion on the student's application. The findings of the academic assessment must be memorialised in a resolution passed by the committee within ninety (90) days of document receipt.

Assessment results

The procedure for reviewing the application for recognition may conclude with full or partial degree recognition.

Full recognition (also known as "equipollence") will only be granted where the foreign educational pathway is entirely congruent with the one needed to earn the equivalent Italian degree. For any full recognition, a Rector's Order shall be issued to the applicant, awarding an Italian academic degree equivalent to the one earned abroad. No final degree mark will be indicated, in such cases. Likewise, no such mark will be indicated for any degree programme subject to a bilateral agreement, unless explicitly contemplated in the same.

For any partial recognition, the applicant is given the option to enrol on an accelerated track within a specific degree programme considered equivalent to the one earned abroad. The year of admission and the credits awarded are determined based on criteria established by the Academic Regulations for the degree programme.

In some cases, the recognition is conditional upon passing an entrance exam. Degree programmes contemplating this procedure appear in the page dedicated to international-degree recognition on the University's website. Moreover, admission into a programme with capped enrolment other than in Year I is conditional upon the availability of space in the programme. In such cases, an assessment of academic potential is made.



The final degree mark may only be calculated when the student has earned at least 2/3 of their university credits (CFU), as contemplated for the degree programme for which they have requested equivalence-recognition, at the University of Milan.

The committee resolution must specify, with respect to each activity completed overseas, the name (which should generally be the original name), the scientific/subject area, and the corresponding credits and marks. This applies to instances of full and partial recognition.

The International Students Office shall notify the applicant of the assessment outcome, within ninety (90) days of application intake.

Should full recognition be denied, such decision shall be duly justified by the committee tasked with reviewing the application, and forwarded by the International Students Office to the applicant.

Language-proficiency requirements

One must meet the language-proficiency requirements of the study programme for which recognition is sought. Should the student fall short of such proficiency, a prerequisite shall be assigned as required for the study programme.

Tuition and fees

The applicant is required to pay a non-refundable administrative fee (as set each year by the Tuition and Fees Regulation) to have their application reviewed.

For any full recognition of the student's degree, in order to have a diploma issued on parchment, the student must submit a request to the Student Office for their degree programme, and pay the fee set each year for student fees by the Board of Directors.

C) Recognition of the student's academic career at a foreign institution

Documentation required for recognition of a foreign academic career

Students who matriculate into the University of Milan holding a degree from a foreign university, or who attended a foreign university, and wish to receive transfer credit must submit an application for their prior university career to be reviewed. The following documents must be included with the application:

1. Official transcript issued by the foreign university, translated and certified;
2. Relevant excerpts from the course catalogue printed on university letterhead, embossed with the university's seal, translated (for any exceptions, please review the University website);

Additional details may be found on the dedicated page on the University's web portal.

Requirements

The credits or degree for which the student is applying for transfer credit must have been earned from, or issued by, a university or other university-level institution which is an official part of the educational system in question.

Should the student have been admitted to the foreign university after fewer than 12 (twelve) years of primary and secondary school, any exams taken during the period needed for admission into an Italian university (i.e. during the twelve years contemplated for primary and secondary school) will not be considered.

Application procedure and deadlines

The application for a review of the student's prior academic career completed abroad may only be submitted at the matriculation stage, pursuant to the procedures set forth on the dedicated webpage on the University's website.

Students who do not submit such application at that stage waive the right to submit one thereafter.

Assessment results

For all academic coursework and curricular activities completed abroad, the following information must be provided at the application stage: name (the original name, if in English, French, Spanish, or German), scientific/subject area, and the credits and marks earned. The year of admission, and



the credits transferred, are determined based on criteria established by the Academic Regulations for the study programme.

Once the findings of the review have been provided, the student may:

1. Review the findings and accept them
2. Reject the findings. Should the findings be rejected, the student must matriculate without any transfer credit; no application for assessment of the prior academic career may be submitted thereafter.

Should the student accept the findings, the recognition assessment will be sent to the Student Office for the degree programme in question, so that transfer credit might be awarded.

Marks conversion

To convert the marks on any for-credit exam, the University uses the following marks-conversion system, as established by MIUR and as copied *infra*, as well as the international databases for the ENIC-NARIC centres.

$$\text{Mark} = \frac{M - M_{\min}}{M_{\max} - M_{\min}} * (I_{\max} - I_{\min}) + I_{\min}$$

M = Mark to be converted

M_{\min} = Minimum mark needed for passing at the home university

M_{\max} = Highest available mark at the home university

I_{\min} = Minimum mark needed for passing at an Italian university (=18/30)

I_{\max} = Highest available mark at an Italian university (=30/30)

For grades provided on a qualitative scale, the following conversion table is used

Grade to be converted	Mark
A	30
B	28
C	26
D	23
E	18

In any case where mark conversion is not possible, the for-credit exam will be denoted “passed” on the student’s transcript.



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Appendix 3 - Part-time enrolment

1. Part-time enrolment requirements

The University of Milan wishes to provide students enrolled in Bachelor's degree programmes, single-cycle Master's degree programmes, and Master's degree programmes who are unable to attend courses, and take exams, on a regular schedule, pursuant to the timetable ordinarily contemplated for their study programme, an option to create a customised path for their studies. Consequently, the student will have the option to stretch out their time at the university without any additional costs for pursuing their degree: they will simply pay the tuition and fees contemplated for those graduating on a standard path.

The timeframe to pursue a degree for students requesting the part-time option may not exceed twice the normal timeframe for the study programme in which they are enrolling.

The student will be deemed "on track" throughout their part-time programme. Below are the terms and conditions for the part-time enrolment option.

2. Academic programme duration

The timeframe to pursue a degree for students electing part-time status cannot exceed twice the normal timeframe for the study programme in which they are enrolling, and must fall within the following timeframes depending on the degree path chosen:

Bachelor's degree programme (statutory full-time length: three years)

Academic pathway to be completed within (50 % tuition)	6 years for those enrolled in Year I of the programme 5 years for those enrolled in Year II of the programme 4 years for those enrolled in Year III of the programme 3 years for enrolled students who are "off track"
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Academic pathway to be completed within (75 % tuition)	4 years for those enrolled in Year I of the programme 3 years for those enrolled in Year II of the programme 2 years for those enrolled in Year III of the programme 1 year for enrolled students who are "off track"
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Master's degree programme (statutory full-time length: two years)

Academic pathway to be completed within (50 % tuition)	4 years for those enrolled in Year I of the programme 3 years for those enrolled in Year II of the programme 2 years for enrolled students who are "off track"
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Academic pathway to be completed within (75 % tuition)	3 years for those enrolled in Year I of the programme 2 years for those enrolled in Year II of the programme 1 year for enrolled students who are "off track"
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Single-cycle Master's degree programme (statutory full-time length: five years)

Academic pathway to be completed within (75 % tuition)	7 years for those enrolled in Year I of the programme 6 years for those enrolled in Year II of the programme 5 years for those enrolled in Year III of the programme 4 years for those enrolled in Year IV of the programme 3 years for those enrolled in Year V of the programme 2 years for enrolled students who are "off track"
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Single-cycle Master's degree programmes in Medicine, Dental Medicine, and Veterinary Medicine (first two years)

Academic pathway to be completed within 4 years for those enrolled in Year I of the programme
(75 % tuition)

The study programmes may establish a part-time academic pathway by generating a specific study plan, which is detailed in terms of the distribution of coursework for each period of study.

Insofar as possible, the study programmes will attempt to provide specific educational offerings, tutoring, and support on a tailored schedule or customised procedure, along with other initiatives, including by integrating IT technology and distance learning.

For single-cycle Master's degree programmes in Medicine, Dental Medicine, and Veterinary Medicine, part-time enrolment is only permitted during the first two years, for those enrolled in the first year of the programme.

For those degree programmes which serve to license students to practice in the healthcare professions, part-time enrolment is only permitted when the Academic Boards for the same have approved the option.

Students who are enrolled on an “off-track” status, in order to avail themselves of the part-time option, are administratively enrolled in the last year of the programme contemplated under their programme's academic regulations, regardless of any prior credit earned, and irrespective of the “off-track” year in which they are presently enrolled. Students enrolled in programmes which are no longer available cannot opt into a part-time enrolment because they do not have the ability to enrol into the last year of that study programme.

For students enrolled in years other than the first year, part-time applications will be assessed based on the viability of such enrolment option, and the number of credits already earned.

The Academic Boards may establish a part-time track by generating specific study plans.

3. Submitting a part-time enrolment application

Interested students must apply for part-time status by the deadlines established each year by the Student Registrar and “Right to an Education” Division.

The student’s “part-time” status will enter into effect the year their application is granted, and cannot be modified during the year.

For students enrolled in years other than the first year, part-time applications will be assessed by evaluating whether such enrolment is feasible given programme years available for that particular degree and the regulations under which the student enrolled.

Students may maintain their part-time status when transferring into another study programme if feasible under their new degree programme.

Part-time enrolment will carry over into subsequent years absent any written withdrawal by the student, notice of which must be sent by the renewal deadline for the following academic year.

Students with a “right to an education” scholarship will not be permitted to enrol on a part-time basis.

Following any discontinuance or leave of absence, students must submit a written request in order to be enrolled part time, subject to viability.

4. Opting out of part-time status, or status change

Students must return to full-time status when they wish to complete their academic pathway and earn their degree sooner than anticipated under the part-time plan. Should the student graduate early, the adjustment shall apply to all years to which part-time enrolment status applied.



Students must likewise return to full-time status in any other situations, such as withdrawal from the university, or transfer, that lead to early termination of their academic career with respect to the part-time option the student previously elected.

The move from full-time to part time, as well as any status change, may not be requested during the year. The changeover is permitted only once during a student's time at the University, except in special circumstances, and pursuant to a detailed, substantiated request.

Any status change, which must be requested by the deadline for enrolling in the following academic year, may be granted if the student meets the requirements, and to the extent permitted under the given academic path.

5. Tuition rates

Students intending to enrol part time must pay the first tuition instalment in full. The second instalment is calculated as a 50% reduction against the total tuition for enrolment on an academic path that will be twice the standard length, and a 25% reduction for any extension shorter as set out under point 2.

With respect to the additional fees contemplated for the degree programme in Computer Systems and Networks Security (the online version), students enrolled on a part-time basis would pay the amount contemplated for the first three academic years (whether as a full-time or part-time student). The additional fees for the academic years thereafter for any part-time enrolment year are waived.

The return to full-time status as contemplated under point 4 will be retroactive. Consequently, any tuition not required to be paid under part-time enrolment, bearing in mind the ratio of part-time to full-time enrolment years, will become immediately due and payable.

No tuition or fees paid for any prior academic year will be refunded to the student, should the student move from full-time to part-time enrolment.



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Appendix 4 - Use of the “La Statale” student ID card

1 - Scope

This Regulation governs the rules for issuance and use of the university identification card known as the “La Statale” Card, which the University provides to all students duly enrolled in a Bachelor’s degree programme, Master’s degree programme, or single-cycle Degree programme, or any Post-graduate programme, Vocational master’s, and PhD programme.

2. Technical characteristics and validity

The La Statale Card is an electronic, PVC badge featuring the most advanced identification technologies, aimed at ensuring the utmost security.

The university ID allows the holder to be personally identified through written information printed on the back of the ID, as well as through digital information encoded into the ID itself. Specifically, the back of the ID lists the card holder’s surname, first name, tax ID number, and photo.

The “La Statale” Card will remain valid throughout the card holder’s university career, or for 7 (seven) years, whichever comes first.

3. Generation, shipment, and activation of your university ID.

The university ID will only be generated if the information provided is compliant with the requirements.

Specifically, the student must duly submit:

1. A passport-style photo;
2. A copy of an appropriate ID document, and the data for the same;
3. A valid mailing address.

The university ID is then sent to the student’s mailing address (within Italy) as provided. Students with an international mailing address must pick up their ID from their Student Registrar. Instructions will be provided via email.

Once received, the La Statale Card must be activated as a university ID card. Card activation is, for security reasons, mandatory: it ensures the rightful holder is in possession of the card. After a certain period of time, any card which has not been activated will be disabled.

Students duly enrolled in a programme as stated in point 1 hereof, and who are unable due to an encumbrance to receive a La Statale Card, will be provided with a limited ID card (which, unlike the regular “La Statale” Card, cannot be used as a pre-paid debit card). The card may be picked up from the Student Registrar.

4. Using your university ID card

The university ID card is a personal identification card valid on university property; it is required for identification at exams. Furthermore, the ID allows for digital access to a host of University services, as well as discounts, benefits, and subsidies from participating providers on- and off-university. Students also have the option to use their ID as a prepaid debit card, held in their own name, and known as an “account card”. That account card is the primary channel for scholarship, refund, work-study pay, and any other grants or payments by the University to be disbursed. Students must opt into the “account card” status in order to have such funds disbursed to their card.

The university card is strictly non-transferable and may not be lent to anyone else. Without prejudice to any applicable provision of criminal law, infractions or conduct which is an



egregious breach of the foregoing rules will give rise to disciplinary action, and make the student subject to sanctions contemplated under Article 52 of the General University Regulations.

5. Theft / loss / wear

Should the university ID be lost or stolen, the student must immediately disable the card through their designated web-portal page, and request a new card be issued.

Such requests must be accompanied by a receipt of payment for the duplicate card, and the report of the loss or theft to the authorities. If the card was not activated as a debit card, a sworn statement on plain paper attesting to the loss or theft will suffice. The request may be submitted online.



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Appendix 5- Protocol for issuing degree certifications and duplicates

Original degree certificate

Once the student has passed their final exam, the University of Milan will issue a diploma signed by the Rector in office during the year the degree was earned. The diploma does not make mention of any marks earned on individual exams, nor during the final exam. Instead, it notes the class into which the study programme falls, and whether the student graduated with honours.

For any double or joint degree programme in which the University of Milan is a participating member, the characteristics and content for the diploma will be established through the programme agreement.

Diploma supplement

Once the student has passed their final exam, the University of Milan issues, to those graduates in study programmes governed by Ministerial Decree no. 509/99 and 270/04 (as subsequently amended), a bilingual (Italian / English) report known as a "Diploma supplement". That document, using the standard template used by all participating European countries, sets forth the specific curriculum followed by the student to earn their degree.

Procedure for requesting a duplicate of one's diploma

Should a student's original diploma be stolen, lost, or deteriorated, a duplicate may be requested. To that end, the graduate must submit a specific request, bearing a tax-revenue stamp, to the designated office. The request must include an affidavit of theft or loss of the original, or attach the deteriorated original, which the offices will then cancel. The receipt for the processing fee must be included as well.

Once they have updated their personal data, the graduate may request a new exemplar of their diploma (which will be duly updated) by paying the appropriate processing fee. In such cases, the original exemplar must be delivered upon submitting the application for a new diploma. The original will then be cancelled by the office.

The offices will then issue a duplicate bearing the information on the back of the diploma. The duplicate will bear the signature of the Rector in office at the time the duplicate is issued, who will execute the document in lieu of the Rector in office at the time the degree was awarded.