

**ADMISSION TO INDIVIDUAL COURSES FOR THE 2018/2019 ACADEMIC YEAR**  
(University Regulations, Art. 20)

Under Article 20 of the University Regulations, the following students may register for individual courses:

1. **Italian, European and non-European Union university students who legally reside in Italy** and who need to attend and pass courses in subjects that are not part of their curricula in order to obtain their academic qualification. These students can register directly with the Registrar's Office by writing to [segreteria.studenti@iulm.it](mailto:segreteria.studenti@iulm.it) and asking for the required form. The completed form must be emailed to the Registrar together with a copy/scan of an identity document by **14 September 2018** for first-semester courses and by **21 January 2019** for second-semester courses. All applications will be examined and approved by the Faculty Council.
2. **Non-European Union university students who do not reside in Italy** and who need to attend and pass courses in subjects that are not part of their curricula in order to obtain their academic qualification. These students must submit their registration applications to the Italian diplomatic authorities by **24 August 2018** for first-semester courses and by **28 December 2018** for second-semester courses. The application must include the applicant's academic qualification (transcript of records, degree certificate, diploma supplement, etc.). The consular authorities will send the university—preferably via certified email—an Excel file containing the names of applicants and their transcripts of record or other relevant documents from the foreign university. All of these documents must be translated and authenticated. If necessary, the authorities will also send any other documentation needed to demonstrate interest in attending an individual course on the part of an applicant who is not currently enrolled in a foreign university. Applicants will have to submit this documentation together with an application form that must be filled in at the Registrar's Office by 1 October 2018 for first-semester courses and by 11 February 2019 for second-semester courses. All applications will be examined and approved by the Faculty Council.
3. **Any interested persons who are not enrolled in a university, but who possess the academic qualifications needed to apply for enrolment in order to continue their academic career, to pursue their own self-enrichment or to enhance their professional skills.** Applicants can register directly with the Registrar's Office by writing to [segreteria.studenti@iulm.it](mailto:segreteria.studenti@iulm.it) and asking for the required form. The completed form must be emailed to the Registrar together with a copy/scan of an identity document by **14 September 2018** for first-semester courses and by **21 January 2019** for second-semester courses. All applications will be examined and approved by the Faculty Council.

In all cases it is usually possible to register for 2 courses per academic year, and in special situations it is possible to register for up to 24 ECTS credits per academic year (with a maximum course load of two courses per semester). Final exams are to be taken no sooner than the first exam session following the conclusion of the course, and in any case **by the end of the academic year of enrolment.**

Tuition and fees for individual courses during the **2018/2019** academic year are as follows:

- **€ 250.00** to attend a course worth 3 ECTS credits
- **€ 450.00** to attend a course worth 6 ECTS credits
- **€ 800.00** to attend a course worth 9 or 12 ECTS credits, or to attend an annual course



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Registered students can obtain a certificate of registration which specifies the courses they have chosen and any exams they have passed.

Lastly, the Academic Senate has decided that the regulations described above apply to undergraduate (bachelor's) and postgraduate (two-year master's) degree programmes. For one-year master's degree programmes, the coordinator of each programme shall decide which regulations apply.

Should any of the three categories of students listed above wish to **audit** a course (i.e. without taking the final exam), they can submit an application to the Registrar's Office. It is not possible to audit laboratory and practical courses (language courses, labs, etc.) or courses in one-year master's degree programmes.