



## REGULATIONS FOR ADMISSION TO SINGLE COURSES – ACADEMIC YEAR 2023/2024

Enrolment on single courses allows students to attend lessons, take the final examination for one or more of the subjects offered on the Bachelor's and Master's degree courses they are interested in and obtain a certificate.

### Art. 1 – General requirements

The following may enrol on single courses (Art. 20 of the University Academic Regulations):

- **Italian, EU and non-EU university students residing in Italy** who need to take examinations in subjects not included in their study plans.
- **Non-EU university students not residing in Italy** who need to take examinations in subjects not included in their study plans.  
Applicants are required to send their transcript of records and final high school diploma (or university degree for those in possession) to [admission@iulm.it](mailto:admission@iulm.it) for prior assessment of the qualification for admission and the issuance of a letter of acceptance by the University; subsequently, it is necessary to enrol through the University website, (as specified in the [Procedures for the entry, stay and enrolment of international students and the recognition of qualifications for higher education courses in Italy](#)), by filling in the relevant application form and attaching their passport, their qualification (transcript of records and any final high school diploma or degree) in the original language, and a translation into Italian or English. Interested students must then contact the relevant Italian Diplomatic Mission to apply for a visa.
- **Persons interested in attending for cultural refreshment or to supplement their professional skills, provided they have a high school diploma** (it is not essential in this case to be enrolled on a university course or to hold a degree).

### Art. 2 – Enrolment procedures and deadlines

Applicants may enrol by e-mailing the enrolment form (annex 1) with a copy of their identity document/passport (with visa for non-EU students) to [segreteria.studenti@iulm.it](mailto:segreteria.studenti@iulm.it)

- by **22 September 2023** for courses in the 1<sup>st</sup> semester
- by **16 February 2024** for courses in the 2<sup>nd</sup> semester

The applications will be examined and approved by the Faculty Boards.

Only applicants who have graduated with a first level degree or with a degree awarded under the old university system may be admitted to single courses activated on Master's degree courses.



### **Art. 3 – Courses available and examination sessions**

It is possible to enrol on courses that correspond to **no more than 24 CFU credits** per academic year.

Requests for more than 24 CFUs may be assessed on a case-by-case basis if submitted by graduates for admission to public competitions or for access to specialisation schools.

The single courses available are included in the training offer provided for Bachelor's and Master's degree courses for the academic year 2023/2024. In the case of courses activated in University Master's degree programmes, this possibility and the corresponding regulations governing fees and management are at the discretion of the Academic Director of the Master's Courses.

Final examinations must be taken within the academic year of enrolment (by the fourth session of the academic year 2023/2024: January/February 2025), after which it will no longer be possible to take the examinations and the enrolment will be terminated.

### **Art. 4 - Costs**

Enrolment on single courses for the academic year **2023/2024** is subject to a payment of:

- **€ 250.00** for attending a course worth 3 CFUs
- **€ 450.00** for attending a course worth 6 CFUs
- **€ 800.00** for attending a course worth 9 CFUs or 12 CFUs or for attending an annual course.

Those enrolled will be able to obtain a certificate of enrolment indicating the courses chosen and, if applicable, taken.

### **Art. 5 - Auditors**

Whoever wishes to attend the course as an **auditor** (i.e. without taking the final exam) can enrol by e-mailing the enrolment form (annex 2) with a copy of their identity document by the deadlines set out in Art. 2 to [segreteria.studenti@iulm.it](mailto:segreteria.studenti@iulm.it).

It is not possible to attend workshops (foreign language courses and workshops) or University Master's courses as auditors.