



# NICCOLO' CUSANO UNIVERSITY



**STUDENT GUIDE 2016/2017**

# STUDENT GUIDE

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# NICCOLÒ CUSANO UNIVERSITY



Niccolò Cusano University -distance learning, is a non-state public university set up by the Ministry of Education by Ministerial Decree, May 10, 2006 (G.U. n. 140suppl.N.151 of 19\6\2006).

This new academic institution is the result of a successful merger of the founders' professional experience with economists, educators, lawyers, political scientists, linguists, computer scientist and researchers who are willing to invest their knowledge in the creation of a new and innovative academic institution. Their aim is to combine the typical teaching and research of a traditional university with the ever-growing role of information technology in educating and training students, in carrying innovative research out.

The University can count on the knowledge, know-how and teaching skills of professors from many prestigious Italian and European universities, who have obtained high academic honours and whose important scientific and educational achievements have been widely recognized. These professors have decided to transfer their experience and their knowledge to the field of distant learning and research in order to create additional academic environments. Using information science, we can strongly reduce the real-time obstacles that are a limiting feature of conventional universities and to give the chance of accessing higher education to people who would otherwise be excluded. Unicusano is based in Rome, but has local learning centres throughout the country; these are important points of reference for all enrolled students. Unicusano's campus is a large university complex consisting of a main building of 16.000 square metres in a 6 hectare green park, with classrooms, multimedia facilities, libraries, a gymnasium, sports facilities, a restaurant, a coffee bar and a student residence. Within this environment students can enjoy a dynamic university life consisting of learning, conferences, relationships, interpersonal contact with teachers and other students, opportunities for personal and cultural development for personal and cultural development, for professional growth.



# 1. THE LEARNING PROCESS

## 1.1 ON LINE LESSONS

The great versatility of Unicusano means that for each subject, students can access all their lessons on the University platform.

Our students receive a password allowing them to access their own multimedia platform, where they can follow all the lessons , 24 hours a day, 7 days a week any time they want.

Lessons consist of:

- videos, in which the teacher explains the subject
- video conferences according to a pre-established timetable
- downloadable slides and class-notes
- self-evaluation tests.

Students' attendance at lessons is tracked on the on-line platform, and it is taken into consideration during the examinations.

Students can also use forums, chat-rooms and e-mail to interact with teachers, tutors and other students, in order to ask for explanations and to go into the contents of lessons in more detail.

## 1.2 "FACE TO FACE" CONTACTS

The above - mentioned distance learning activities are integrated with traditional face to face activities:

- direct interaction with the professors and tutors, through "face to face" videoconferencing meetings or at the University Campus in Rome (Italy)
- on line practice activities and seminars, with the assistance of professors and tutors or at the University Campus in Rome (Italy).

## 1.3 LEARNING PROGRAMME OPTIONS

For the academic year 2016-2017 Niccolò Cusano University is offering the following programme options (as set out in the 'Public Services Charter')

- STANDARD ON-LINE PROGRAMME
- FACE TO FACE PROGRAMME

### 1. STANDARD ON-LINE PROGRAMME

This programme option enables students to access the on-line platform and follow the lessons relevant to their course syllabus (teacher presentations and interactive lessons) and to receive regular on-line assistance (teaching support and tutoring service).

Students following this programme option have the following obligations:

- **Attending the video-lessons** relative to each examination by using their supplied password to access the online platform (teacher presentations).
- **Completing the self-assessment tests** at the end of each module relevant to an exam. These tests are used to check students' knowledge of the subject concerned, and they must pass the test before being given access to the next module (interactive learning).
- **Answering the questions** set by the teacher before the examination (interactive learning).

This option offers the student:

- **consultation with their teachers** (2 hours twice a month\*) either on campus or in videoconference
- **regular assistance** from teachers and tutors on the on-line platform, with whom students can communicate by means of chat rooms, forums and messages (teaching support and tutoring service).

\* The hours are part of the total number of hours indicated in the Public Service Charter.

## 2. FACE TO FACE PROGRAMME

This option involves:

- all the requirements set out above for the Standard online programme (see point 1)

The programme offers students:

- **a set timetable** of face-to-face lessons (teacher presentation)
- **other language lessons** (to be decided)
- **regular assistance** from teachers and tutors on the on-line platform, with whom students can communicate by means of chat rooms, forums and messages (teaching support and tutoring service).

### 1.4 TUTORING - PERSONALIZED EDUCATIONAL SUPPORT

Throughout our students' entire course of study, they can rely on the continual assistance of their Tutors.

The Tutor is an expert guide who helps students to plan their studies and deal with administrative questions, and gives them psychological support until they take their degree.

The Tutor works in close contacts with the students and his/her tasks are aimed at creating a collaborative environment by providing direct support for the student both on line and in "face to face" situations.

Students can converse with their Tutors in real time by using:

- the telephone
- the chat room
- the video-chat room
- the video and audio-conference systems activated on the Unicusano Platform

When communication in real time is not necessary, students can use tools such as e-mail and discussion forums on the University Platform to communicate with their Tutors.

Email allows a rapid exchange of information, documents and materials while the discussion forums, related to the topics of a given subject, allow students to engage in collaborative learning process.

This approach is different compared from the audio and video-conference systems, which rely on oral communication. Here the focus is on writing, which gives students the chance to reflect and organize their thoughts regarding the discussion topic and study activity that students are engaged in.

### 1.5 THE FUNCTIONS OF THE TUTOR

The Tutor acts as a consultant and guide who "plans" the students' learning experience; he or she can for example:

- **help the student stay motivated by creating an open and positive climate**
- **provide help concerning the course contents:**
  - connect the contents to the previous knowledge of the student
  - solve problems regarding contents.
- **develop study skills:**
  - promote a critical spirit
  - develop learning styles and cognitive strategies
  - help students to self-regulate their study and learning
  - introduce the student to the use of new technology (e-mail, chat rooms, videoconferencing and Internet).

- **give evaluation/ feedback:**

- inform students about their progress
- prepare students for exams
- help students to develop realistic self-evaluation skills.

To these tasks are added other functions specific to tutoring.

At the beginning of the course, for example, the Tutor:

- defines what the learner is to expect from the course
- verifies previously acquired knowledge
- offers suggestions and materials to strengthen any weak spots in the student's preparation and, if necessary, offers training to improve study skills (especially time management).

During the next phase, which begins at the start of the course itself, the Tutor's role as mediator comes into play. In fact, during the course the Tutor carries out a series of tasks with the precise aim of guiding the various aspects of the student's learning.

These tasks include:

- identifying study problems and finding eventual solutions
- instilling specific study skills and improving learning capacity
- giving objective and constructive feedback on the results of the learning process
- instilling a spirit of cooperation among students (functioning in this way as a mediator).

The Tutor's role as mediator involves a last phase that coincides with the end of the course.

Here the Tutor helps the student review the course contents and prepare for the exam.

## 1.6 THE FUNCTION OF PROFESSOR

Teachers at Unicusano are full or associate university professors or researchers. Some of them come from other Italian state universities and others have been selected by open competitive examinations.

The main activities of the Professor can be summarized as follows:

- devising the teaching programme and update it when necessary
- preparing the professorial lesson slides and recording the video lessons in person
- furnishing didactic materials for in-depth study
- coordinating work with the Tutor
- helping students with particular problems in the course content
- organizing and leading discussion forums on topical themes of particular relevance to his or her subject
- examining the students at the conclusion of each course.

## 2. THE CAMPUS

Students can also, if they wish, follow seminars here in Rome at our central Campus in via Don Carlo Gnocchi n° 3.

### LEARNING FACILITIES

- Reading rooms
- Classrooms
- Room tutor
- Learning labs
- IWB
- Conference hall
- Engineering Area Research Laboratory

### ACCOMODATION FACILITIES

- University Campus
- The 'Residenza' Unicusano
- University canteen
- Free shuttle service
- Sports facilities

### 2.1 LEARNING FACILITIES

#### Reading rooms

Our reading rooms on campus are spaces set aside for self-study, where students can do research by wi-fi connection or by consulting the wide variety of reading material available in the university library. They are also spaces where students can interact with one another and exchange ideas and knowledge.

#### Classrooms

The University has 7,500 square metres of classrooms where conventional face-to-face lessons are held. The rooms are large, well-lit, with central heating and air-conditioning, providing students with a quiet, comfortable learning environment. All the rooms look out on to the campus park and are equipped with state-of-the-art technology including, interactive whiteboards (IWBs), enabling teachers to present their lessons digitally, using up-to-date software.

#### Room tutor

Rooms are set apart where students can confer with their tutors in comfortable surroundings and where they can plan out their study programmes and receive help in understanding lessons.

#### Learning labs

Our learning laboratories provide students with free computer access to the internet.

Here they can study the materials of their courses, carry out research, access other teaching resources and student-specific software. They can also access the web on a wireless connection in designated areas and open spaces on the campus.

#### IWB

Interactive Whiteboards (IWB) are sophisticated state-of-the-art digital tools on which teachers, while teaching classroom lessons, can combine traditional board use with multimedia functions involving students at a distance.

#### Conference hall

The university possesses two modern conference halls, each of which can accommodate over 250 people, which means it can host high-level Conferences and Congresses dedicated mainly to encounters with the academic world. The halls are equipped with control rooms and modern advanced technologies and audio-visual systems that can network with other rooms and broadcast the meetings in videoconference or in streaming form, thanks to internet connections.

#### Engineering Area Research Laboratory

Our new Engineering Area Research Laboratory is located on Campus, and is an essential educational tool for our students who wish to pursue a career in engineering. The laboratory is equipped with machinery for carrying out applied research and the area collaborates with industries which are interested in innovation and improving their competitiveness. Our state-of-the-art laboratory facilities can be used for different research purposes simultaneously, and we are constantly updating them in line with other European research centres and industrial partners.

## 2.2 ACCOMODATION FACILITIES

### University Campus

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Students can also, if they wish, follow seminars here in Rome at our central Campus in via Don Carlo Gnocchi n° 3; it is easy to reach by underground and other public transport, from Rome Termini station and from the main airports of Fiumicino and Ciampino. Unicusano campus is a large university complex consisting of a main building of 16.000 square metres in a 6 hectare green park, with classrooms, multimedia facilities, libraries, a gymnasium, outside sports facilities, a restaurant, a coffee bar and an extensive student residence. In this environment students can enjoy a dynamic university life consisting of learning, conferences, congresses, interpersonal contacts with teachers and other students and opportunities for personal and cultural development and professional growth. In addition to the headquarters located in Rome, Unicusano has an increasing number of affiliated local learning centres all over Italy and Europe. These are important points of reference for all the students enrolled in the university; they offer administrative assistance and multimedia support.

### The 'Residenza' Unicusano

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The 'Residenza' UNICUSANO is a student accommodation facility for students of the university, on the main campus at Via Don Carlo Gnocchi, 3, 00166, Rome.

The facility consists of 109 bedrooms (for the most part bunk-beds) in double or triple rooms.

Each room has an en-suite bathroom. The following services are also available:

- sheets and blankets, changed regularly (towels are not provided)
- electricity, heating, water
- use of public areas inside the campus
- night security service
- large outside parkland
- Wi-fi access

'Residenza' UNICUSANO accommodation is available only to students who are currently enrolled in a degree course, Masters course or specialization course at Unicusano, and who are up to date with their university fee payments.

### University canteen

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On campus we provide facilities such as a bar and canteen for our students and visitors. The canteen offers a wide range of dishes, freshly cooked and prepared, and with attention paid to quality.

We apply our 'green philosophy' also in the provision of meals on campus. As far as the food itself is concerned, its 'green canteen' is supplied with bio-products 'at zero kilometres'; in fact, within the six hectares of parkland around the campus is our 'university market-garden', where we grow our own vegetables under environmentally friendly conditions, which are served in the canteen to students and staff. By supplying our own fresh, seasonal products direct from the vegetable garden to the table, we cut down on the CO2 pollution involved in transportation. Students can enjoy a three-course lunch at special reduced prices.

### Free shuttle service

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There is a regular free shuttle bus service between the campus and the nearest underground station on Metro Line A, Battistini.

In this way Unicusano has made great strides in the field of environment-friendly transportation which go far beyond the already widespread use of ideas such as car-pooling. By providing its students with a free shuttle-bus service, the university reduces the need to use cars or motorcycles; this in turn saves money on transport and cuts down on car exhaust pollution.

### Sports facilities

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At Niccolò Cusano University, we are aware of the importance of physical exercise as well as mental exercise, and we provide students and staff with a place to do it – the gym, which is equipped with state-of-the-art machines and apparatus, and where you can practice and exercise according to your needs, abilities and the demands of work or study. The gym is open to all enrolled students and employees of the university. Moreover, our extra-curricular and sports facilities take advantage of the opportunities offered by the marvellous natural surroundings of the university. These green spaces and our fully equipped gym make the campus an ideal place for anyone who favours the idea of mens sana in corpore sano.

### 3. STUDENT SERVICES

- Stage job placement
- International welcome office
- Italian language course
- Choice orientation service

#### STAGE JOB PLACEMENT

The University is committed to providing its students with all the help necessary to give them entry into the job market. Our Internships and Job Placement services support students both before and after graduation in the first stages of pursuing work opportunities by furnishing them with advice on their professional careers.

[stage@unicusano.it](mailto:stage@unicusano.it)

#### INTERNATIONAL WELCOME OFFICE

This office provides foreign students with guidance and information in English on the university, on Rome and cultural events. It also offers assistance with administrative matters and accommodation.

[contact@unicusano.com](mailto:contact@unicusano.com), [www.unicusano.it/en](http://www.unicusano.it/en)

#### ITALIAN LANGUAGE COURSE

Foreign students coming from Partner Universities under the LLP Erasmus Programme or a Bilateral Exchange Agreement can be admitted to the Course of Italian Language which is free of charge.

The aim is to give students a basic competence in Italian in order to guarantee them a better understanding of their courses. The Course takes place in classrooms at the Unicusano Campus (via don Carlo Gnocchi 3, 00166 Rome) and/or on line. The course is divided into three levels: beginner, intermediate and advanced. All incoming students can participate in the Italian Language Course once they have taken the entrance test to assess their level of Italian.

### UNIVERSITY CHOICE ORIENTATION SERVICE

This service provides guidance and advice on university entry to school-leavers (First University Choice Orientation) and others who want to continue into higher education (Second University Choice Orientation). It offers them information on Degree Courses and advice on an individual or group level, and in two months of the year, holds an Open Day, where high school students, along with their parents and teachers can participate in lessons and receive guidance on their future university careers. [stage@unicusano.it](mailto:stage@unicusano.it)

#### Individual Educational guidance - (First University Choice Orientation)

The First Choice University Orientation is provided to individual high school-leavers who have no experience of university life. It aims to introduce these students to the university world and to its modern e-learning methods, to help them adopt the best way to approach their university career, and encourage them to make appropriate choices of the study programme best suited to them.

#### Individual Educational guidance - (Second University Choice Orientation)

The Second University Choice Orientation is addressed to individual students who have already obtained a first-cycle degree and who intend to continue their studies by enrolling in a second-cycle specialization degree course, and also to those who have completed specialization degrees and wish to take a further degree. This form of educational guidance involves analyzing the students' previous experience and their professional aspirations so as to direct them towards a course of study appropriate to their abilities and their acquired knowledge. These individual University Choice Orientation sessions are held on the specific request of the person concerned, who can reserve a free consultation with a Unicusano expert in the field and receive guidance on the best way to continue their university education. For further information or to book a free consultation, write to [orientamento@unicusano.it](mailto:orientamento@unicusano.it)

#### Orientation activity

During Orientation activity at University Campus, Unicusano provides with actual demonstrations of its blended teaching methods. It is possible visit study, research and recreational facilities, and get to know the university and its teaching and tutorial staff, who are the students' point of reference, both administratively and didactically, throughout their university career.



The orientation activities include:

- presentation of degree courses by the professors
- talking to students already enrolled about their experience at Unicusano
- taking a psychological orientation test
- taking part in a demonstration classroom lesson using the interactive whiteboard
- taking part in an on-line lesson in real-time or recorded
- visiting the university's study, research and recreational facilities

The visits provide high school students with an insight into our state-of-the-art blended online teaching methods.

### Special Orienta

In certain weeks of the year, Unicusano organizes a Special Orienta event on campus, which is an orientation service that lasts at least 2-3 days and is dedicated to the students of a single high school and their educational needs. During the Special Orienta visit, the students can take part fully in the life of the university, attending seminars, talking to teachers and tutors, and enjoying free accommodation in the Unicusano student residence. For further information or to book a free consultation, write to [orientamentoscuole@unicusano.it](mailto:orientamentoscuole@unicusano.it)

### On-going individual orientation service

Unicusano provides all its enrolled students with tutorage and educational guidance throughout their university career. The service is entrusted to the Tutors, who are professional consultants who look after students' concerns on a regular basis and act as a link between students and teaching staff. The Tutors help keep students in touch with the university environment and try to identify each learner's needs and assist the progress of their studies. See "Tutoring and services" [www.unicusano.it/en/facilities/tutoring](http://www.unicusano.it/en/facilities/tutoring)

### Individual post-graduation guidance

Unicusano provides all its enrolled students with tutorage and educational guidance throughout their university career. The service is entrusted to the Tutors, who are professional consultants who look after students' concerns on a regular basis and act as a link between students and teaching staff. The Tutors help keep students in touch with the university environment and try to identify each learner's needs and assist the progress of their studies. See "Tutoring and services" [www.unicusano.it/en/facilities/tutoring](http://www.unicusano.it/en/facilities/tutoring)

### Off-campus guidance

During the academic year Unicusano takes part in orientation events organised by Italian Secondary Schools all over the country and has its own stand in the main educational fair venues.

## 4. EXTRA-CURRICULAR ACTIVITIES



- EDICUSANO
- UNICUSANO TAG24
- RADIO CUSANO CAMPUS
- BRAND CHANNEL
- FOUNDATION N. CUSANO UNIVERSITY

- ATENEO VERDE
- FONDI UNICUSANO FOOTBALL
- UNICUSANO FOCUS
- UNICUSANO LAB

### EDICUSANO

The university has set up the publishing house Edicusano as an adjunct to its regular teaching activities, with two objectives in mind: to publish materials addressed to the students enrolled in our degree courses, and also to present new ideas, new initiatives and fruits of research developed by the teachers, researchers and students of the university. [www.edicusano.it](http://www.edicusano.it)

### UNICUSANO TAG24: AN ON-LINE NEWSPAPER

UNICUSANO TAG24 is a lively, up-to-date on-line information service, providing its readers with real-time news on current events, politics, sports and entertainment, both in Italy and beyond. Besides this, it allows Unicusano students their say with a 'column' all their own where they can express their views and opinions. [www.tag24.it](http://www.tag24.it)

### RADIO CUSANO CAMPUS

This radio station, run by the university, is among the most popular in Rome and the Lazio region. Our students, tutors and teachers appear regularly on programmes and help to strengthen the sense of 'belonging' to a modern, lively university environment. [www.radiocusanocampus.it](http://www.radiocusanocampus.it)

### BRAND CHANNEL

YOUunicusano is the university's brand channel on youtube. The videos are a guide to our degree courses, masters degrees and university services, as well as providing a window on events and people in the news – another way of getting to know us better. [www.youtube.com/younicusano](http://www.youtube.com/younicusano)

## **THE FOUNDATION FOR SCIENTIFIC AND MEDICAL RESEARCH OF NICCOLÒ CUSANO UNIVERSITY**

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As a consequence of Unicusano university's goal of carrying out scientific research to find answers to questions for the general benefit of humanity, we also field research in medicine, and our commitment and dedication to this sphere of activity has led to the establishment of the Niccolò Cusano University Foundation for Medical Research.

[www.fondazioneniccolocusano.it](http://www.fondazioneniccolocusano.it)

[www.qtlungo.it](http://www.qtlungo.it)

## **THE ATENEOVERDE.IT PORTAL**

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Niccolò Cusano University has set up the portal Ateneoverde.it which contains our sustainability programme. Its aim is to encourage environment-friendly behaviour by creating projects and activities designed to make sustainability a form of lifestyle.

Ateneoverde.it is a site which offers you the opportunity to lead a 'green lifestyle'. It contains practical advice and useful ideas to enable you to become an environment-friendly consumer, and includes information on green events, activities and workshops taking place throughout the country. Its aim is to give anyone who is interested in gaining more information on protecting the environment the chance to get in touch, face to face, with the experts in the subject.

[www.ateneoverde.it/en](http://www.ateneoverde.it/en)

## **FONDI UNICUSANO FOOTBALL**

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The Unicusano bought the football team called FONDI (the team of the Italian country of Lazio) to serve as the spokesman of scientific research, hence, the FONDI Unicusano Football is the official team of Scientific Research.

Using football, the most popular sport in Italy, the Unicusano wants to inform and raise awareness on the importance of scientific research and, every day of the week from November 1st, 2014, devotes a page of one of the most popular Italian newspapers of Sport "Corriere dello Sport" to the fight against disease.

[www.unicusanofondicalcio.it](http://www.unicusanofondicalcio.it)

## **UNICUSANO FOCUS": A WEEKLY MAGAZINE FOR SCIENTIFIC AND MEDICAL RESEARCH**

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In line with Niccolò Cusano University's support for biomedical research, as from November 10, 2015, a new weekly news-sheet called 'Unicusano Focus: Sport and Scientific Research' will appear every Tuesday as a free insert inside the newspaper Corriere dello Sport.

Major issues here in Italy include the importance of scientific research, the quality of life and the need to support people with disabilities. Niccolò Cusano University has decided to describe, encourage and champion such people through the readers of the news-sheet, relating the stories of families who are struggling with illnesses and the problems of disability, and what is being done for them by researchers and laboratories, generally unknown to the average person, but now brought into focus by the collaboration between Cusano and Corriere dello Sport. Niccolò Cusano University is therefore, along with the staff of Radio Cusano Campus, in the forefront of this important initiative, with the active support of all the teachers and researchers of the university.

## **UNICUSANO LAB: MENS, INGENII, VERBUM**

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A double page of news, called 'Unicusano Lab: Mens, Ingenii, Verbum' as from November 2015, is included every month in Auto Sprint and Moto Sprint. Fans of cars and motorbikes can discover the wonders of Engineering Research applied to these forms of transport. Items include current ideas and research projects, and those men and women of all ages whose lives have been changed for the better thanks to sport. Also, we take a look at the lives of people with disabilities and the wonderful volunteers who help them, as well as the work of companies who improve their lives with their products and technologies.

## 5. AREAS

### AREA OF ECONOMICS

- BACHELOR DEGREE IN BUSINESS ADMINISTRATION AND MANAGEMENT
- MASTER DEGREE IN ECONOMICS

### AREA OF LAW

- LAW DEGREE

### AREA OF POLITICAL SCIENCE

- BACHELOR DEGREE IN POLITICAL SCIENCE AND INTERNATIONAL RELATIONS
- MASTER DEGREE IN INTERNATIONAL RELATIONS

### AREA OF EDUCATION

- BACHELOR DEGREE IN EDUCATION

### AREA OF PSYCHOLOGY

- BACHELOR DEGREE IN PSYCHOLOGICAL SCIENCES AND TECHNIQUES
- MASTER DEGREE IN PSYCHOLOGY AND REHABILITATION
- MASTER DEGREE IN PSYCHOLOGY OF LABOUR AND ORGANIZATIONS

### AREA OF ENGINEERING

- BACHELOR DEGREE IN CIVIL ENGINEERING
- MASTER DEGREE IN CIVIL ENGINEERING
- BACHELOR DEGREE IN INDUSTRIAL ENGINEERING – BIOMEDICAL TECHNOLOGY
- BACHELOR DEGREE IN INDUSTRIAL ENGINEERING – ELECTRONIC
- BACHELOR DEGREE IN INDUSTRIAL ENGINEERING – AGRICULTURAL SCIENCE
- BACHELOR DEGREE IN INDUSTRIAL ENGINEERING – MANAGEMENT
- BACHELOR DEGREE IN INDUSTRIAL ENGINEERING – MECHANICS
- MASTER DEGREE IN MECHANICAL ENGINEERING
- MASTER DEGREE IN ELECTRONIC ENGINEERING

## 6. ANNUAL FEES, REGIONAL TAX, ADMINISTRATIVE CHARGES

### 6.1 ANNUAL FEES

The university fee is € 2.400,00 (if you choose ONLINE PROGRAMME)

The university fee is € 2.700,00 (if you choose FACE TO FACE PROGRAMME)

These fees apply to all degree courses at UNICUSANO.

### ANNUAL FEES

USF1	Education	Education and training sciences (class L-19)
USE2	Economics	Business Administration and Management (class L/18) Economics (Class LM/56)
USP3	Political Science	Political Science and International Relations (class L-36) International Relations (class LM-52)
UG4	Law	Law (Class LMG/01)
PSI5	Psychology	Psychological sciences and techniques (class L-24) Psychology (class LM-51)
IN07	Civil Engineering	Civil Engineering (class L-7) Civil Engineering (class LM-23)
IN33	Mechanical Engineering	Mechanical Engineering (class LM -33)
IN29	Electrical Engineering	Electrical Engineering (class LM-29)
IN09	Industrial Engineering	Industrial Engineering (class L-9)

**METHOD OF PAYMENT**

University fees can be paid by bank transfer to the following bank account:

UNIVERSITÀ DEGLI STUDI NICCOLÒ CUSANO – TELEMATICA ROMA

Barclays Bank

Fil. 031 Roma – Marconi

IBAN: IT 86Q 03051 03203 000030060111

The deposit slip must contain the following information:

- Name and surname of student
- Academic year of enrolment
- 1st or 2nd instalment
- Code (as in Tab. 1)

Fees paid by bank transfer, must be paid exclusively in two equal instalments:

- The first instalment at the time of enrolment
- The second instalment within 30 days of the payment of the first

In subsequent academic years, the first payment must be made by October 1st, and the second by November 1st, irrespective of the date of enrolment

**Students are reminded that, in order to be able to take the course examinations and the final degree examination, they must not be in arrears with any fee or tax payments. Any arrears shall entail a late payment charge.**

**6.2 REGIONAL TAX**

**A Regional Tax must be paid for every academic year of enrolment in a degree course.**

The regional tax must be paid at any branch of the Banca Popolare di Sondrio, in behalf of Laziodisu, and must include:

BANCA POPOLARE DI SONDRIO

TASSA REGIONALE 2015/2016

NAME AND SURNAME OF STUDENT

UNICUSANO ROMA

The payment can also be made by bank transfer from any bank on payment of the required commission, and must include:

THE ABOVE INFORMATION

IBAN: IT46P0569603211000051111X93

A.A. 2015/2016: € 140,00

Note: if a student is in arrears in the payment of the regional tax, the amounts to be paid for previous academic years are the following:

A.A. 2006/2007: € 113,84

A.A. 2007/2008: € 116,11

A.A. 2008/2009: € 118,08

A.A. 2009/2010: € 118,00

A.A. 2010/2011: € 118,00

A.A. 2011/2012: € 118,00

A.A. 2012/2013: € 140,00

A.A. 2013/2014: € 140,00

A.A. 2014/2015: € 140,00

A.A. 2015/2016: € 140,00

### 6.3 ADMINISTRATIVE CHARGES

#### Administrative Charges for all University Areas

CODE	DESCRIPTION	COSTS (€)*
DS1	Duplicate of degree certificate	70,00
DS2	Payment receipt	0
DS4	Transfer to another degree course or other specialisation	70,00
DS5	Final degree examination fee	250,00
		plus stamped application
DS6	Degree certificate printed on parchment	80,00
		plus stamped application
DS7	Enrolment certificate	14,62
DS8	Certificate of examinations taken	40,00 + 14,62
DS9	Certificate of enrolment for students taking a single exam	40,00 + 14,62
DS10	Degree Certificate	40,00 + 14,62
DS11	Degree Diploma Supplement	40,00 + 14,62
DS12	Late payment charge for university fees in arrears up to 30 days	70,00 + 14,62
		75,00
DS13	Late payment charge for university fees in arrears over 30 days	150,00
DS14	Transfer fee to another university	90,00 + 14,62
DS15	Recognition of exams taken in non-EU universities	190,00
AD	Other documents	0
	*additional cost for mailing document	9,00

Payments to be made exclusively by bank transfer to:

UNICUSANO Università degli Studi Niccolò Cusano - Telematica Roma

IBAN: **IT88B050340322100000033991**

The deposit slip must contain the following information:

- name and surname of student
- area
- code (see Tab. above)

#### ADMINISTRATIVE CHARGES FOR MASTER AND POST-GRADUATE/ POST-DIPLOMA COURSES

CODE	DESCRIPTION	COSTS (€)*
DS16	Certificate Master/Post-Graduate and Post-Diploma Courses	0
DS16	Master/Post-Graduate and Post-Diploma Degree printed on parchment	26,00
DS16	Other documents	0
	*additional cost for mailing document	9,00

Payments to be made exclusively by bank transfer to:

UNICUSANO Università degli Studi Niccolò Cusano - Telematica Roma

IBAN: **IT63 R 03051 03203 000030060112**

The deposit slip must contain the following information:

- name and surname of student
- title of Master/Post-Graduate/Post - Diploma Course
- code DS16

## 7. UNIVERSITY REGULATIONS

**Art. 1)** The University guarantees to provide students with all the educational facilities necessary for their studies by means of its e-learning platform.

**Art. 2)** Students are also provided with other facilities which allow them direct contact with the university, through outside Learning Centres at national, European and international levels.

**Art. 3)** The academic year begins on August 1st and ends on July 31st, unless otherwise decided by the university authorities.

**Art. 4)** Registration officially takes place each year between August 1st and July 31st, and is valid for the academic year beginning August 1st. Students may register in any month of the year, but their registration shall pertain to the current academic year. In the months of June and July, students may choose to register for the current academic year and avail themselves of the examination session effective for that year or alternatively, choose to register for the following academic year.

Registration remains effective for the entire period of the student's chosen course of study (three-year and five-year first level degree, or two-year second level degree), and is understood to refer to the entire course of study, or rather to the successful completion of all the examinations pertaining to the course of study, including the final degree dissertation. Once the student registers for their chosen course of study, the registration is automatically renewed each year until the successful completion of the course.

**Art. 5)** University fees and taxes shall remain invariable for the entire period of the student's course of study (three years, five years or any shorter period) except in the case of any increase in amount in accordance with the ISTAT index, and with exception made in the case of students who are prolonging their studies in order to obtain a second-level degree, as this involves a second registration.

**Art. 6)** Students are obliged to pay all fees and taxes to the amount determined by the university and published annually on its website (barring confirmation of the amount to be paid by students who are continuing their studies). Once students have signed and dated their enrolment application, they are obliged to pay all fees and taxes.

**Art. 7)** All fees and taxes must be remitted in a lump sum payment. The university however offers students the possibility of paying in two equal instalments, the first paid at the moment of registration, and the second within 30 days of registration. In subsequent academic years, the first payment must be made by October 1st, and the second by November 1st, irrespective of the date of registration. In the case of registrations made under conventions with the university, referral shall be made to the conditions agreed upon concerning the payment of fees, if any.

**Art. 8)** University withdrawals on the part of students, communicated formally by registered letter, shall have immediate effect, subject to the regular payment of all fees and taxes due. Any student who does not wish to enroll again for the following academic year must inform the university of their withdrawal by registered mail between the 1st and 31st of July of the current academic year. After the 31st of July the student who has waived their enrolment for the following year cannot attend any further courses or have access to any on line didactic materials.

**Art. 9)** A student who wishes to transfer to another degree course or another university may submit a request between June 1st and July 31st, to take effect from the following academic year, and obtain the required permission, on condition that all fees and taxes for the current academic year have been paid.

**Art. 10)** The amounts of extra payments due to the university for additional services provided are listed in the table published on the website [www.unicusano.it](http://www.unicusano.it).

**Art. 11)** Students enrolled in three-year degree courses must submit a request for the presentation of their degree dissertation at least three months before the date set for the examining committee. Students enrolled in second-level degree course LMG 01 must submit a request for the presentation of their degree dissertation at least six months before the date set for the examining committee. Students enrolled in a two-year master's degree course must submit a request for the presentation their degree dissertation at least six months before the date set for the examining committee. In the case where a student presents their dissertation in an academic year subsequent to the year of their last registration, they must submit a request for registration for the academic year in question.

**Art. 12)** The university commits itself to offering its students a range of additional, optional, noncompulsory educational facilities that will help them to manage their individual learning time; the teaching programme gives them absolute freedom to organise their studies as they see fit.

## 8. TECHNOLOGICAL RESOURCES

Unicusano takes communication very seriously its website and social media channels are used to inform you about events, services, opportunities related to Unicusano University. Moreover news about scientific researches, society and culture information are provided on its website and other media channels as Radio Cusano Campus, Tag 24, Ateneo Verde.

The website and blogs are the main social media channels for students who wish to be daily informed on University's activities. Unicusano social networks promote involvement, dialogue, debate among students. The official website and its media tools are responsive and constantly update.

## 9. HOW TO REACH US

The Unicusano campus in Rome is at via don Carlo Gnocchi, n° 3. It can be easily reached by car or public transport.

### ARRIVING BY AIR FROM FIUMICINO AIRPORT BY CAR

- Take the A91, the Fiumicino – Rome motorway.
- Take the Outer Ring Road (GRA) direction Firenze, Aurelia, Città del Vaticano.
- Exit at junction Boccea, Casalotti, towards Roma Centro, and take Via Boccea.
- After about 800m, turn left at the traffic lights into via don Carlo Gnocchi.

### FROM FIUMICINO AIRPORT BY PUBLIC TRANSPORT

- Train to Roma Termini (every 30 mins, journey 30 mins).
- Underground Line A, direction Battistini, get off at Battistini.
- Bus n° 146 (Mombasiglio) for 6 stops (every 15 mins).
- Get off at stop Boccea-Don Gnocchi.

### FROM CIAMPINO AIRPORT BY CAR

- Turn right into Via Appia Nuova – follow signs for Roma Autostrade.
- Take the Outer Ring Road (GRA) direction Ardeatina, Pontina, Fiumicino.
- Exit ring road at junction Boccea, Casalotti. Take Via Boccea.
- After about 800m, turn left at the traffic lights into via don Carlo Gnocchi.

### FROM CIAMPINO AIRPORT BY PUBLIC TRANSPORT

[www.adr.it/pax-cia-autobus](http://www.adr.it/pax-cia-autobus)

## 10. HOW TO CONTACT US

### FULL NAME AND ADDRESS OF THE UNIVERSITY

#### UNIVERSITÀ DEGLI STUDI NICCOLÒ CUSANO TELEMATICA ROMA

- / Via don Carlo Gnocchi, 3 - 00166 Roma
- / Freephone NUMBER 800 98 73 73
- / Tel: 06.4567.8350 - 06.7030.7312
- / Fax: 06.4567.8379
- / Emails to: [contatti@unicusano.it](mailto:contatti@unicusano.it)
- / Certified email address: [unicusano@pec.it](mailto:unicusano@pec.it)
- / You can also find us on Twitter - LinkedIn - Facebook - Google+

### OUR OFFICES - CONTACTS

#### INTERNATIONAL RELATIONS OFFICE

- / [progetti.internazionali@unicusano.com](mailto:progetti.internazionali@unicusano.com)

#### STUDENT INFORMATION AND ORIENTATION SERVICES

- / [orientamento@unicusano.it](mailto:orientamento@unicusano.it)
- / [orientamentoscuole@unicusano.it](mailto:orientamentoscuole@unicusano.it)

#### MASTER AND SPECIALISATION COURSE DEPARTEMENT

- / [master@unicusano.it](mailto:master@unicusano.it)

#### INTERNSHIPS AND JOB PLACEMENT SERVICES

- / [stage@unicusano.it](mailto:stage@unicusano.it)

#### INTERNATIONAL WELCOME OFFICE

- / [contact@unicusano.com](mailto:contact@unicusano.com)

#### PRESS OFFICE

- / Tel. 320.9003541
- / [ufficiostampa@unicusano.it](mailto:ufficiostampa@unicusano.it)

#### OTHER CONTACTS

- / General info: [informazioni@unicusano.it](mailto:informazioni@unicusano.it) or chat online
- / Website problems: [webmaster@unicusano.it](mailto:webmaster@unicusano.it)
- / Individual platform problems: [elearning@unicusano.it](mailto:elearning@unicusano.it)

### EXTRA CURRICULAR - CONTACTS

#### THE NICCOLÒ CUSANO UNIVERSITY FOUNDATION FOR MEDICAL RESEARCH

- / [www.fondazioneniccolocusano.it](http://www.fondazioneniccolocusano.it)

#### ONLINE NEWSPAPER UNICUSANO TAG24

- / [www.tag24.it](http://www.tag24.it)

#### EDICUSANO (publishing house)

- / [www.edicusano.it](http://www.edicusano.it)
- / [editoria@edicusano.it](mailto:editoria@edicusano.it)

#### RADIO CUSANO CAMPUS

- / [www.radiocusanocampus.it](http://www.radiocusanocampus.it)

#### ATENEO VERDE

- / [www.ateneoverde.it/en](http://www.ateneoverde.it/en)
- / [ateneoverde@unicusano.it](mailto:ateneoverde@unicusano.it)

#### UNICUSANO FONDI FOOTBALL

- / [www.unicusanofondicalcio.it](http://www.unicusanofondicalcio.it)

#### BRAND CHANNEL

- / [www.youtube.com/younicusano](http://www.youtube.com/younicusano)



## 11. BIOGRAPHY OF NICCOLO' CUSANO

Niccolò Cusano, or Nicholas of Cusa in English - Nikolaus Krebs of Kues (1401 – 1464) - was a German theologian, philosopher, jurist, politician, mathematician and astronomer, and one of the outstanding Humanist scholars of his age. He studied at the universities of Heidelberg, Padua (where he graduated in canon law) and Cologne. He became Bishop of Brixen, later a cardinal, serving as a papal ambassador on several occasions, and was a central figure of the troubled era which witnessed the waning of medieval society and the dawn of the modern age. Nicholas played a prominent part in some of the key events of the 15th century, including the Council of Basel-Ferrara-Florence (1431 – 1439), where debate centred on the reunion of the Latin and Orthodox Churches, and whether the supreme authority in the Church rested in the Pope or in the General Council. The capture of Constantinople by the Turks in 1453 led Nicholas to become convinced of the necessity of finding common ground between the different faiths, focusing on their points of similarity (one God, one sacred book) rather than on the diversity of their visible rituals.

Nicholas was responsible for many significant advances in Western culture: as a student of ancient history, he discovered a manuscript containing twelve hitherto unknown comedies of Plautus, now preserved in the Vatican Library; as an astronomer, rebutting the geocentric theories of Ptolemy and Aristotle, and long before Copernicus and Galileo, he inferred that the universe was infinite, and that the Earth was not stationary but revolved around its axis. He drew up a remarkably accurate map of East-central Europe, known to us from a reproduction of the lost original printed in 1491, which is itself one of the first geographical maps extant after the invention of printing. There is even a subtle thread that links him to the discovery of America; Columbus made his own copy of a letter, complete with maps and calculations, that had been written to the Spanish monarchs by the renowned Italian map-maker Paolo Toscanelli, who was a great friend of Nicholas – he was present at his death bed – and who frequently held conversations with him on astronomical and cosmological matters. Nicholas is also credited with the invention of concave lenses for short-sightedness, as well as taking an interest in reforming the calendar then in use. As a mathematician, he wrote many works,

among which a significant contribution to the problem of 'squaring the circle'. He was very knowledgeable about Islam, and wrote an important commentary on the Quran dedicated to his friend, Pope Pius II. As a philosopher, he developed the idea of 'informed ignorance', based on Socrates' teaching of 'knowing that one knows nothing', and that of the 'harmony of opposites' which examines the concept of 'unity in diversity', not only from a theological or philosophical viewpoint, but also in its social implications, stemming from the idea of harmony as the only political criterion that can guarantee peace and happiness for mankind. In fact, Nicholas was an ardent supporter of religious tolerance, and maintained that power originated in the voluntary consent of the governed.

Nicholas of Cusa died at Todi in Umbria, and has his tomb in the Basilica of S Pietro in Vincoli (St Peter in Chains) in Rome, opposite the statue of Moses by Michelangelo. The manuscripts of his works are preserved in the Library of the St Nicholas Hospital in Kues, founded by the philosopher in 1458.

UNICUSANO.IT

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