



UNICUSANO

Università degli Studi Niccolò Cusano - Telematica Roma

Learning Centre code (for office use only): _____

Enrolment Application Academic year 2018/2019

1 – Personal details

Surname:

First Name:

Place of birth:

Date of birth:

day month year

Gender: M F

Country of origin:

Citizenship:

Tax Code*:

(*) required field

2 – Internal Transfer

Are you transferring from another area within the university ? yes no

3 – Choice of Degree Course

a ☐ Economics

- ☐ BACHELOR'S DEGREE IN BUSINESS ECONOMICS AND MANAGEMENT (L-18)
- ☐ MASTER'S DEGREE IN ECONOMIC SCIENCES (LM-56)

b ☐ Science of Education

- ☐ BACHELOR'S DEGREE IN EDUCATION AND TRAINING (L\19) - COGNITIVE-FUNCTIONAL CURRICULUM
- ☐ BACHELOR'S DEGREE IN EDUCATION AND TRAINING (L\19) - SOCIAL PEDAGOGY CURRICULUM
- ☐ MASTER'S DEGREE IN PEDAGOGICAL SCIENCES (LM-85) –SOCIOLOGY AND LAW CURRICULUM
- ☐ MASTER'S DEGREE IN PEDAGOGICAL SCIENCES (LM-85) –PSYCHOLOGY AND EDUCATION CURRICULUM

c ☐ Law

- ☐ SINGLE-CYCLE DEGREE IN LAW (LMG/01)

d ☐ Engineering

- ☐ BACHELOR'S DEGREE IN CIVIL ENGINEERING (L-7) - STRUCTURAL ENGINEERING CURRICULUM
- ☐ BACHELOR'S DEGREE IN CIVIL ENGINEERING (L-7) - BUILDING ENGINEERING CURRICULUM
- ☐ BACHELOR'S DEGREE IN INDUSTRIAL ENGINEERING (L-9) - MECHANICAL ENGINEERING CURRICULUM
- ☐ BACHELOR'S DEGREE IN INDUSTRIAL ENGINEERING (L-9) - ELECTRONIC ENGINEERING CURRICULUM
- ☐ BACHELOR'S DEGREE IN INDUSTRIAL ENGINEERING (L-9) - MANAGEMENT CURRICULUM
- ☐ BACHELOR'S DEGREE IN INDUSTRIAL ENGINEERING (L-9) - BIOMEDICAL ENGINEERING CURRICULUM
- ☐ BACHELOR'S DEGREE IN INDUSTRIAL ENGINEERING (L-9) - AGROINDUSTRIAL ENGINEERING CURRICULUM

- ☐ MASTER'S DEGREE IN CIVIL ENGINEERING (LM-23)
- ☐ MASTER'S DEGREE IN MECHANICAL ENGINEERING (LM-33) - PRODUCTION AND MANAGEMENT CURRICULUM
- ☐ MASTER'S DEGREE IN MECHANICAL ENGINEERING (LM-33) - AUTOMOTIVE CURRICULUM
- ☐ MASTER'S DEGREE IN MECHANICAL ENGINEERING (LM-33) - PLANNING CURRICULUM
- ☐ MASTER'S DEGREE IN ELECTRONIC ENGINEERING (LM-29)

e ☐ Political Science

- ☐ BACHELOR'S DEGREE IN POLITICAL SCIENCES AND INTERNATIONAL RELATIONS (L-36)
- ☐ MASTER'S DEGREE IN INTERNATIONAL RELATIONS (LM-52)

f ☐ Psychology

- ☐ BACHELOR'S DEGREE IN PSYCHOLOGICAL SCIENCES AND TECHNIQUES (L - 24)
- ☐ MASTER'S DEGREE IN PSYCHOLOGY (LM-51) - CLINICAL AND REHABILITATION PSYCHOLOGY CURRICULUM
- ☐ MASTER'S DEGREE IN PSYCHOLOGY (LM-51) - OCCUPATIONAL AND ORGANISATIONAL PSYCHOLOGY CURRICULUM

4 – Address and contact details

Address:

Town/City: **Post Code:**

Phone (landline):

Phone (mobile):

E-MAIL (PLEASE PRINT) _____

Other contact details (if different from the above)

Address:

Town:

Country:

Post Code: Telephone N°:

5 – Occupation

Job description:

Role:

Name of Employer:

Place of work:

6 – Secondary School Education

High School Certificate:

Year:

Mark:

Name of School:

Address:

Postcode:

Town/City:

Country:

7 – Enrolment Details

A) Is this your first enrolment at University? YES ☐ NO ☐

If NO:

1) In what year did you first enrol (mandatory)? ☐☐☐☐ - ☐☐☐☐

2) Did you take any exams? YES ☐ NO ☐

B) Educational Qualifications held

I hold a: ☐ University Diploma ☐ a 2nd level degree ☐ a 1st level degree ☐ Master’s Degree

Awarded ☐☐ ☐☐ ☐☐☐☐ Academic year ☐☐☐☐☐☐ -

day month year

in _____

Name of University: _____

Area: _____

C) Transfer from another University ☐

requested on: ☐☐/☐☐/☐☐

day month year

University of ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Area ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

D) Whitdraw ☐

requested on: ☐☐/☐☐/☐☐

day month year

University of ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Area

E) Decay

requested on:

University of

Area

8 – Learning Centre

code

Address:

9 – Policy statement as defined in Section 13 of the Legislative Decree 196/2003

"Codice in materia di protezione dei dati personali" (Personal Data Protection Code)

With the regard to the right to information on the use of students' personal data by all interested parties, **UNICUSANO - Università degli Studi Niccolò Cusano - Telematica Roma**, with registered office at Via Don Carlo Gnocchi n. 3, 00166, Rome, acting as data controller, provides you with the following information:

1) Students' personal data acquired when they first enrol, data regarding their previous university studies, and other data produced by Unicusano for purposes relating to the activities carried out by the University in the performance of its official duties, shall be collected and processed in accordance with the provisions of the law, of the regulations and of the principles of propriety and protection of students' privacy, for purposes connected to the activities carried out by the University and in particular, for purposes involving the educational and administrative relationship between students and University;

2) the processing of personal data shall be effected by electronic or automated means and can consist in any operation or set of operations as set out in art 1, paragraph 2, letter b, of the Act (processing shall mean ‘*any operation or set of operations, carried out with or without the help of electronic or automated means, concerning the collection, recording, organisation, preservation, interrogation, elaboration, modification, selection, retrieval, comparison, utilisation, interconnection, blocking, communication, dissemination, erasure, or destruction of data*’);

9

UNICUSANO - Università degli Studi Niccolò Cusano - Telematica Roma to process his\her personal data for the purposes set out in points 1 and 2 of the present policy statement,

date

signature

3) students’ personal data shall be communicated and distributed by the University through its offices, both during the student’s college career and after graduation, to outside persons, bodies and organisations in the case of post-graduate schemes such as internships or other forms of training,

☐ the undersigned authorises

UNICUSANO - Università degli Studi Niccolò Cusano - Telematica Roma to process his\her personal data for the purposes set out in point 3 of the present policy statement,

date

signature

4) the request of the student concerned his\her personal data can be communicated, for example, to outside public bodies which deal with the financing of research and scholarships,

☐ the undersigned authorises

UNICUSANO - Università degli Studi Niccolò Cusano - Telematica Roma to process his\her personal data for the purposes set out in point 4 of the present policy statement,

date

signature

5) data relating to graduates, such as name, date of birth, address, telephone number, dissertation title and final mark, shall be made available on line for the purposes of communicating such data to parties concerned with post-graduate training or professional placement,

☐ the undersigned authorises

UNICUSANO - Università degli Studi Niccolò Cusano - Telematica Roma to process his\her personal data for the purposes set out in point 5 of the present policy statement,

date

signature

6) data from students’ curricula vitae shall be made available on line for the purposes of communicating such data to parties concerned with job offers and applications, as set out in the provisions of the Ministerial Decree of 20 September 2011 and relevant annexes.

☐ the undersigned authorises

UNICUSANO - Università degli Studi Niccolò Cusano - Telematica Roma to process his\her personal

data for the purposes set out in point 6 of the present policy statement.

date

signature

Assent to the processing of personal data as set out in points 1) and 2) is obligatory. Any withholding of assent can lead to the refusal of the student's enrolment on the part of the University.

If you wish to refuse the processing of your personal data for the sole purpose set out in point 3), 4) e 5), you must communicate this in writing to **UNICUSANO - Università degli Studi Niccolò Cusano – Telematica Roma**, Via Don Carlo Gnocchi, 3, 00166 Roma. In this way you can exercise the rights provided you by Section 7 of the Legislative Decree n° 196/2003 asking to the specific University department.

date

signature

10 – Student Photograph (N.B: the photograph should be attached by glue and signed; metal staples MUST NOT be used)

PHOTO

11 - Documents to be attached to enrolment application (please tick the relevant boxes)

- ☐ N. 1 photograph (to be attached in the space reserved and signed on one side)
- ☐ Photocopy of student's identity document
- ☐ Photocopy of student's tax code
- ☐ Signed copy of Student Contract (attachment 1)
- ☐ Signed copy of University Regulations (att. 2)
- ☐ Signed Copy of Commitment to Payment of Fees (att. 3)
- ☐ Copy of payment's receipt of the 1st instalment of the fee tuition
- ☐ Copy of deposit slip for regional tax payment
- ☐ Student's declaration by (att. 4)

12 - Student declaration

The undersigned, whose personal data are supplied at "*point 1*" of this document,

ASKS

- to be enrolled, for the academic year 2018-2019, in his\her chosen course of study, as set out at point 3, with **UNICUSANO - Università degli Studi Niccolò Cusano - Telematica Roma**, for the entire period of the degree course;
- to be allowed to take all examinations required by the course of study, including the final degree dissertation;
- that the annual registration fees shall remain unchanged, to the sum of € 2.400,00 (on line programme), € 3.000,00 (face to face programme).

date

signature

DECLARES

- that he\she is not simultaneously enrolled in other university degree courses either at this University or any other Italian university or equivalent;
- that, he\she is aware of the contents of article 1 and following of Presidential Decree n. 445 of 28 December 2000, and that he\she is aware of the penalties set out in articles 483 and 496 of the Italian Penal Code in the case of false declarations or fraudulent claims;
- that, he\she is apprised of the University Regulations.

The undersigned is aware of the penalties in force in the case of fraudulent claims, and also in the case of the creation and use of false documentation, as set out in art.76 of Presidential Decree n. 445 of 28/12/2000, and also the administrative sanctions as set out in art. 23 of Law n.390 of 2/12/1991.

date

signature

The undersigned is obliged to communicate promptly any variation in his\her professional status previously declared in the present document, and authorises **UNICUSANO - Università degli Studi Niccolò Cusano - Telematica Roma** to use his\her personal data for statistical purposes, pursuant to and in accordance with Law 196\2003 and subsequent modifications.

In the case of any disagreement between the parties relating to the interpretation or application of the present document, shall have exclusive jurisdiction the Court of jurisdiction of Rome.

date

signature

Under articles 1341 and 1342 of the Italian Civil Code, after carefully reading each clause and re-reading the provisions of this contract under art 12, the parties expressly declare to approve it.

Signature of student

Signature of Rector

Date -----



CONTRACT WITH STUDENT

The present contract between the **Università degli Studi Nicolò Cusano – Telematica Roma** and:

Name of student:

Date and Place of Birth:

Address:town\city..... Postal Code:.....

Citizenship:

Enrolled in the Area of

is a legal document forming an integral part of the application for enrolment in the University

Art. 1

The two parties to the contract agree to cooperate in achieving the objectives set out in the University Regulations and the Student Charter.

Art. 2

The University pledges itself to providing a continuous service to students as regards administration and teaching and to assist them throughout their university career with support and guidance as to the course of studies most appropriate to their needs.

Art. 3

The University guarantees to all students the facilities on offer in terms of ease of access and use and equal opportunity, by putting at their disposal:

- An on-line platform supplying teaching content
- A platform for managing content
- A system for carrying out both real-time and self-paced activities
- Educational resources such as teaching, tutoring, laboratories, etc.

The University further guarantees access to particular categories of students (e.g. the differently abled) who can follow distance learning courses using specific technologies.

Art. 4

The student is obliged to comply with the University Regulations and to make proper use of the appliances and facilities provided.

Art. 5

Provided that the student has paid all the due university fees, he/she may withdraw from the present contract, in accordance with his/her right of choice and with the University Regulations.

Art. 6

In the case of any disagreement between the parties relating to the interpretation or application of the present document, shall have exclusive jurisdiction the Court of jurisdiction of Rome.

Signature of student

Signature of Rector

Date -----

Under articles 1341 and 1342 of the Italian Civil Code, after carefully reading each clause and re-reading the provisions of this contract under art 4,5, and 6, the parties expressly declare to approve it.

Signature of student

Signature of Rector

Date -----



UNICUSANO

Università degli Studi Niccolò Cusano - Telematica Roma

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.

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.

date

signature

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.

signature

date

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.

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, non-compulsory 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.

Date

Signature



UNICUSANO

Università degli Studi Niccolò Cusano - Telematica Roma

OBLIGATIONS PERTAINING TO THE PAYMENT OF UNIVERSITY FEES

I, the undersigned, _____, acknowledge that my enrolment in UNICUSANO University entails the obligation on my part to pay the university fees for the current academic year, even in the case of my withdrawal and transfer to another university.

I, the undersigned, _____, acknowledge that I have enrolled in a complete course of study chosen by myself and that my enrolment shall come to an end at the awarding of my degree. I understand also that I may interrupt the automatic renewal of my enrolment by sending a registered letter to the head office of the University (Rome) from the 1st to the 31st of July of the current academic year, to avoid being enrolled in the following academic year.

I, the undersigned, _____, undertake to pay the university fees for the academic years following the first year as set out in the University Regulations, unless I interrupt the automatic renewal of my enrolment in the degree course.

I, the undersigned, _____, acknowledge the special terms extended to me for the payment of the annual university fees and I undertake to pay a late payment charge if my arrears of payment are in excess of 10 (ten) days after the appointed date.

I, the undersigned, _____, acknowledge that UNICUSANO university, in the case of failure to pay or delayed payment of university fees on my part shall initiate legal proceedings against me at the court of jurisdiction of Rome.

Date.....

Signature.....

I, the undersigned, _____, declare I have read and agreed to the above requirements.

Signature.....

**Declaration substituting attested affidavit, pursuant to
articles 46 and 47 of the Italian Presidential Decree n° 445 of 28 December 2000**

Name:

Place and date of birth:

Address: Town/City:

I declare myself to be cognizant of the provisions set out in article 76 of the Italian Presidential Decree n° 445 of 28 December 2000, according to which any false declaration or false documentation is punishable by law, and if such falsification is made for the purposes of obtaining a position in the public administration, this will result, in the more serious of cases, in temporary suspension of any application to such position.

**I FURTHER DECLARE that, for the purposes of my application of enrolment into the
Faculty of..... at UNICUSANO,**

I am in possession of the below indicated High School Certificate:

High School Certificate:

Year:...../.....

Mark:...../.....

Name of School:

Address:

Postcode:

Town/City: Country:

I requested and obtained:

a) Whitdraw ☐

requested on:/...../.....

University of

Area

b) Transfer from another University ☐

requested on:/...../.....

University of

Area

c) ☐ University Diploma ☐ a 2nd level degree ☐ a 1st level degree ☐ Master's Degree

Awarded:/...../.....

Academic year

in

Name of University:

Area:

d) Decay ☐

requested on:/...../.....

University of

Area

I have regularly passed the following exams, registered at the faculty....., degree course in.....

at the Univeristy.....town.....:

1- indicate the name of the exam taken, the grade and the date as well as the educational credits if they exist

2- indicate compulsory the exams recognized by the previous university with grade and date of support

3- indicate compulsorily the examinations validated by professional experience with validation date

[illegible]

☐ I have the following professional occupation: (if carried out at a private institution / structure, attach a certified copy of the service certificate):

.....

.....

.....

.....

.....

☐ I am in possession of the following qualifications (certificate, diploma, etc.) in computer science (indicate the body / structure that issued the certificate; if issued by a private institution / structure, attach a certified copy of the certificate):.....

If not a native speaker of English, I am in possession of the following attestation of English language competence (indicate the body / structure that issued the certificate; if issued by a private institution / structure, attach a certified copy of the certificate):

.....
.....
.....
.....

☐ I am in possession of the following Post-Graduate Certificate of Education or other teaching qualification:

.....
.....
.....
.....

I am in possession of the following identity document (photocopy attached):

.....
.....

DATE: SIGNATURE