



UNIVERSITÀ DEGLI STUDI
DI TRENTO

REGULATIONS FOR STUDENTS OF THE UNIVERSITY OF TRENTO

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Regulations for Students of the University of Trento

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Article 1 – General principles

1. These student regulations by the University of Trento (hereinafter, the University) contain the rules and principles related to the status of student, and define the disciplinary proceedings and sanctions applicable in case of violation of laws, University regulations, the University Charter, the Code of Ethics and the Student Honour Code.
2. In agreement with the principles of transparency, simplification, effectiveness and efficiency of administrative action, the present regulations serve as a communication tool between the University and students as concerns the procedures and organisational rules they have to comply with.
3. These student regulations shall apply to all students who have registered to a programme of study at the University as well as to the University graduates. The provisions of Section I (University career) shall apply only to students enrolled in first and second level study courses.

SECTION I – UNIVERSITY CAREER

Article 2 – Organization of Study Programmes

1. Students are required to familiarize themselves with the regulations governing their programme of study and with the provisions (available on the University website) on teaching activities and career management adopted by the departments and centres and/or the University administration.

Article 3 – Study Plan

1. Students shall fill in their study plan within the specified deadlines and under the conditions established by the relevant department or centre.
2. Students may either submit a “standard” study plan, which will be automatically approved by the system, or a “personalised” study plan, in compliance with the Ministry-approved curriculum of their programme of study.
3. Duly enrolled students may change their study plan during the year, within the specified time limits.
4. Subject to the discretion of the relevant department or centre, study plans may include, in addition to required courses, extra courses which are not required to earn the degree.



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5. Duly enrolled students may sit exams included in their study plan. However, to do so, students must comply with other course requirements (it might be required, for instance, to pass core modules, or to provide certificates of attendance), as per the regulations of their programme of study.
6. Students who are academically on track may request to take exams of the years ahead, provided they have already passed any core modules, in line with the regulations for their programme of study.

Article 4 – Enrolment

1. Students can only be enrolled in one programme of study at a time at the University of Trento or any other University.
2. To be duly enrolled, students must pay tuition fees, with the exception of those who are entitled to an exemption. Where payments are not made by the given deadline, a surcharge will be applied.
3. Students who are not duly enrolled will not be able to make progress in their studies, as they will not be allowed to take exams, receive mid-term or final evaluations, obtain university certificates concerning their University studies.
4. Where provided by the Regulations adopted by each centre or department, students may enrol as part-time students.
5. Enrolled students receive their credentials (user ID and password) to access ICT services and the electronic mailbox to be used to communicate with the University.
6. The University of Trento ensures that procedures and decisions concerning students' careers are transparent and available to the public. Personal data and information shall be processed fairly and lawfully, using tools and IT tools, adequate to facilitate access and use in accordance with data protection laws in force.

Article 5 – Suspension and Temporary Interruption of Study

1. Students can apply for a temporary suspension of study, for at least one academic year, in the following cases:
 - a) when they enrol in a foreign University or in an Italian military academy;
 - b) when they enrol in a course for which a ban on simultaneous enrolment is applied, for example a Ph.D., a specialisation school, a master's degree, or teacher training courses;
 - c) if they leave for voluntary civil or military service.
2. The suspension referred to in the above paragraph may also be requested for the academic year in which a student has given birth to a child, and in the duly documented case of serious health problems, for the academic years in which the student is sick. In response to a reasoned request by the student, the suspension period may be shortened up to 6 months.
3. During the suspension, students cannot make any academic progress and are not required to pay tuition fees for the academic year in question. In case of suspension granted in accordance with paragraph 2, for a period under one academic year, tuition fees are reduced by 50%, whereas the minimum registration fee for the academic year in question shall be paid in full.
4. Without prejudice to the cases provided for in paragraphs 1, 2 and 3 above, students who do not enrol, for any reason, for at least two academic years, are interrupting their studies.
5. Students may interrupt their studies only once in their career. Students shall not make any academic progress during the interruption. To resume their studies, students must submit a formal request and pay the fees due for every academic year of interruption.



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Article 6 – Withdrawal of Study and Loss of Student Status

1. Students may decide not to continue their studies and submit a formal notification of withdrawal. Students who withdraw from their studies put an end to their academic career.
2. Students who withdraw still have to pay tuition fees in full for their last year of enrolment.
3. Loss of student status is a direct effect of the situations described in the University Didactic Activities Regulations and/or other specific regulations. Students shall be informed of the loss of student status. Students who lose their status may start a new study programme in the same area of study or in a different one, and request the academic recognition of previously achieved credits (*CFU, crediti formativi universitari*).

SECTION II – STUDENT OMBUDSPERSON AND DISCIPLINARY PROCEEDINGS

Article 7 – Student Ombudsperson

1. The University designates a Student Ombudsperson, who serves as a point of reference for students and provides assistance in their dealings with professors and administrative or technical staff.
2. The Student Ombudsperson shall be appointed by the Rector, having obtained the opinion of the Student Council. The Ombudsperson shall:
 - a) investigate written or oral reports from students, as long as they are not anonymous, regarding any act, conduct or omission deemed to be against the Student Honour Code;
 - b) monitor the proper application of rules concerning teaching, the administrative management of students' careers, and student services;
 - c) ensure, at the request of students, their effective representation within University bodies.
3. The Student Ombudsperson shall ensure the anonymity and confidentiality of those involved.
4. It is within the Ombudsperson's mandate to conduct an investigation and to request University bodies and employees that they provide information or documents which are deemed relevant for the inquiry, with no limits of secrecy. The Ombudsperson may also directly contact University employees and bodies if this might help to solve the issue, and urge the adoption of appropriate measures, but shall not substitute others in the exercise of their powers.
5. Upon completion of the investigation, if the Ombudsperson establishes that there has been a violation of the Student Honour Code, of the Code of Ethics, or of University Regulations, he or she shall submit a report to the relevant body under the present regulations. In relation to facts or actions that are examined both in internal disciplinary proceedings and civil, criminal or administrative proceedings, the Ombudsperson may immediately refer the matter to the competent court and terminate his or her work.
6. The Ombudsperson shall present to the Academic Senate and to the Student Council an annual report concerning his/her activities, with eventual proposals for new regulations or administrative practices.
7. The Ombudsperson's reports shall be made available to the public on the University website, in compliance with the Italian Data Protection Code (D.lgs. 196/2003).

Article 8 – Disciplinary Sanctions

1. Disciplinary sanctions shall be adopted against students who, with intentional fault or serious misconduct, within or adjacent to the premises of the University, acted in breach of the rules of conduct specified in laws, University Regulations, the University Charter, the Code of Ethics, the Student Honour Code.
2. The disciplinary sanctions which may be imposed are:



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- a) a reprimand;
 - b) temporary disqualification from one or more educational activities;
 - c) temporary suspension from the University, resulting in the ban from taking examinations for a maximum of ten months;
 - d) exclusion from University for one or more years, with subsequent interruption of the university career both at the University of Trento or at any other Italian University.
3. The following factors will be taken into account to determine the appropriate sanction:
 - a) seriousness of the act and of its consequences;
 - b) overall behaviour of the student.
 4. Disciplinary sanctions shall be proportional, reasonable and fair, in line with the type of violation and the course of events. Where a student or a newly graduate has been convicted of a disciplinary offence in which University property was damaged, he or she will also reimburse the University for damages.
 5. Except for the case of reprimands, when students are sanctioned for conduct violations their academic career is “frozen”, as a precaution, so they cannot sit exams, record examinations passed, submit their study plan, renew their enrolment, generate certificates and self-declarations on their status. The University shall simultaneously initiate the internal disciplinary proceedings.
 6. If students are alleged to have committed a crime for which they will be or are likely to be prosecuted in a court of law, the University shall refer the facts and transfer all documents to the competent court.

Article 9 – Disciplinary Competence

1. The Rector, the Dean of the Department, the Academic Senate and the Councils of Departments and Centres exercise disciplinary authority over students within their respective competencies.
2. Charges shall be formally communicated to students by registered letter with acknowledgment of receipt at their registered residence or, if provided by the student, by certified email.
3. The Rector is informed of the conduct that may constitute a violation of disciplinary regulations through a report by University staff or based on first-hand knowledge. The preliminary phase of the procedure is conducted by the Rector with support from the Manager of the Student Services Division, who is in charge of the investigation. The Manager shall conduct the investigation in synergy with the Directors of the departments and centres involved. If the allegations are proven, the Manager notifies the students concerned of the upcoming disciplinary proceedings against them.
4. Within ten days of receipt of the notification, students may submit written comments and/or ask to be heard by the competent University bodies.
5. After the investigation, which must be conducted within three months of the beginning of the disciplinary proceedings, the Manager shall present a detailed report to the bodies in charge of imposing sanctions, if necessary.
6. Reprimands are given by the Rector, or by a Rector’s delegate, verbally, having heard the accused students and their defences. Reprimands shall be entered in the minutes of the proceedings and are notified to the parties in the manner laid down in paragraph 9.
7. Disciplinary sanctions specified in article 7, paragraph 2, points b) and c) above, are decided by departments and centres, which must appoint an internal competent body.
8. Temporary exclusion from University provided in article 7, paragraph 2, point d) above, is decided by the Academic Senate.
9. Disciplinary sanctions shall be adopted by Rector’s decree and notified to students by registered letter with acknowledgment of receipt or, if provided by the student, by certified email. A note shall be made in the students’ University Record and, in case of transfer to another university, in their



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discharge papers. University departments and centres and the administrative units may take into account disciplinary sanctions when they have to evaluate the students' university career.

10. The adoption of disciplinary sanctions does not preclude the right of the University to claim compensation for damages in a court of law, including for loss of reputation, because of the students' conduct.
11. Sanctions can be challenged before the university's disciplinary authority and in a court of law or by other means provided for by law.

Article 10 – Personal Data Processing

1. Students' personal data collected by the University shall be processed, whether or not by automatic means, for the institutional purposes of managing the students' career and, more in detail, for the purposes laid down specifically in the different privacy notices issued in compliance with art. 13 of the Italian Data Protection Code (D.lgs. 196/2003) on access to specific services.

Article 11 – Final Provisions and Entry into Force

1. The present Regulations shall be approved by the Academic Senate and enter into force on the day of their adoption by Rector's decree.