



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

Current stamp  
duty

## Request to opt out of a part-time course

To the Administration Office of \_\_\_\_\_

The undersigned \_\_\_\_\_ Student registration no. \_\_\_\_\_

regularly enrolled at this University in A.Y. \_\_\_\_/\_\_\_\_, in the \_\_\_\_\_ year  
of the first-cycle degree programme / second-cycle degree programme in:

\_\_\_\_\_.

### ASKS

**to waive his/her status as a part-time student and to be reintegrated into the normal term**

**for the following reason:**

- I have finished the two-year period for the current course year.
- I am enrolled in the final year of my degree programme and I want to graduate before the end of the two-year period for the current course year.
- I am enrolled in the first year of the part-time period and I have already acquired all of the credits required by my study plan for my enrollment year.

Date \_\_\_\_\_

Student's signature<sup>1</sup> \_\_\_\_\_

<sup>1</sup> The student must sign at the Office in front of the receiving clerk (if sent by post, a photocopy of the signatory's identity document must be attached). Art. 38 paragraph 3 D.P.R. no. 445/2000.



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To be filled in by the Office and returned to the Student

## Receipt for the request to opt out of a part-time course

Mr./Ms \_\_\_\_\_ Student registration no. \_\_\_\_\_

for the degree programme in:

\_\_\_\_\_

\_\_\_\_\_

The procedure begins on the date of receipt of the request and will be completed within **30** days (Regulation on administrative procedures, Rectoral Decree no. 87/2010 of 02/07/2010, as amended by Rectoral Decree no. 6/2025 of 07/01/2025).

In the event of the procedure not being concluded within the time period indicated, an appeal may be lodged with the Regional Administrative Court of Emilia Romagna, as prescribed by law. The person in charge of the procedure is the manager of the Student Administration Office

\_\_\_\_\_

Street \_\_\_\_\_ Tel. \_\_\_\_\_.

The data will be processed in accordance with the policies concerning the processing of personal data published on the web page

<https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/personal-data-processing>

Space for the date stamp to be  
applied by the Office.