



Current stamp  
duty

## SINGLE LEARNING ACTIVITIES ENROLMENT FORM

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

I, the undersigned, (Surname) \_\_\_\_\_ (Name) \_\_\_\_\_

Student Number (To be filled in by the Office) \_\_\_\_\_

### REQUEST

to be enrolled in the **single learning activities** listed below in the academic year \_\_\_\_ / \_\_\_\_,  
and to be allowed to take the corresponding exams in the available sessions of the same academic  
year.

To this end, in accordance with the provisions of Italian Presidential Decree n. 445/2000 and  
aware, according to article 76, that anyone who makes false statements, produces or makes use of  
false documents, is liable for punishment in accordance with the Italian Penal Code and special  
laws on this subject, and may also incur the loss of the benefits referred to in article 75 of the  
aforementioned Presidential Decree, I declare my personal details:

ITALIAN TAX CODE (mandatory) \_\_\_\_\_

SURNAME \_\_\_\_\_ NAME \_\_\_\_\_

PLACE OF BIRTH \_\_\_\_\_ COUNTRY \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

(enter exactly the same personal details as shown in the enclosed copy of your passport or other  
identity document)

RESIDENT IN THE MUNICIPALITY OF \_\_\_\_\_ (COUNTRY) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ No. \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_

TEL. \_\_\_\_\_ MOBILE \_\_\_\_\_

EMAIL \_\_\_\_\_

CITIZENSHIP \_\_\_\_\_

(other citizenship(s) held) \_\_\_\_\_



**I DECLARE THAT**

- ☐ **A)** I graduated from \_\_\_\_\_  
high school on (date) \_\_\_\_\_ with final mark \_\_\_\_\_
- ☐ **B)** I graduated in \_\_\_\_\_  
from the University of \_\_\_\_\_  
on (date) \_\_\_\_\_ with final mark \_\_\_\_\_ and that I am not currently enrolled in  
any first/second/single cycle degree programme at the University of Bologna.
- ☐ **C)** (*only for students who are already enrolled at the University of Bologna*) I am enrolled in the  
\_\_\_\_\_ degree  
programme and I applied for graduation in the available graduation sessions in the period  
January – March of the previous academic year on (date) \_\_\_\_\_
- ☐ **D)** (*only for students who are already enrolled at the University of Bologna*) I have to enrol in a  
new second cycle degree programme \_\_\_\_\_  
(programme name) whose admission rules were not known beforehand, and I need to earn  
credits in specific subject areas which were not included in the teaching regulation of my  
current degree programme.
- ☐ **E)** (*only for students who are already enrolled at the University of Bologna*) I am enrolled in the  
\_\_\_\_\_ PhD programme  
and I declare that the enrolment in single learning activities is allowed in the teaching planning  
of my PhD degree programme as deliberated each year by the academic board.



**I ALSO DECLARE THAT**

- ☐ **F)** I am enrolling in a single learning activity to earn ECTS credits necessary to participate in calls and competitions for teaching in schools.

**I WISH TO SELECT the following single learning activities<sup>1</sup>:**

(please use this format: e.g. Economics and Finance (8835) - 37293 - MICROECONOMICS – 8 CFU)

Degree programme's code and name	Learning activity's code	Name of the learning activity	Cfu credits

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<sup>1</sup> For Integrated Courses (I.C.), it is not possible to choose only one of its modules: it is mandatory to choose the whole Integrated Course (all the modules).



### **I HEREBY DECLARE THAT I AM AWARE**

- that enrolment in single learning activities can be requested from 25th July 2024 to 24th April 2025 within the limits imposed by the period of lessons, except for the aforementioned case D); that enrolment in single learning activities can also be requested from 25th April 2025 to 24th July 2025 for the aforementioned case F);
- that the student career will end on 31st March 2026 with no further communications from the Student Administration Office;
- that in the event of enrolment in a degree programme, the request for recognition of the previously accrued ECTS credits from past single learning activities in previous academic years must be submitted from 25th July to 28th November 2024; once recognition has been requested, the student career linked to the enrolment in single learning activities, if still active, will be terminated and ECTS credits not yet accrued will be cancelled;
- that enrolment will be completed with the payment of the enrolment fee as described on the University website;
- that after the payment of the enrolment fee it is not possible to request the changes to any of the single learning activities already chosen. In this case, a new enrolment request must be submitted with payment of a new enrolment fee. The enrolment fee is not refundable under any circumstances.

### **I ATTACH TO THIS FORM**

- a copy of my passport or identity card;
- one original passport photo or in jpg format (in this case to be sent by email to Student Administration Office);
- (for non-EU citizens only) copy of residence permit / residence card;
- (*for students with a foreign qualification only*) legalised/apostilled foreign degree certificate and transcript of records, translated when applicable, and declaration of validity according to the guidelines on the University website.

Bologna, Italy (DD/MM/YYYY) \_\_\_\_\_ Student's signature<sup>2</sup> \_\_\_\_\_

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<sup>2</sup> this signature has to be made in the presence of the clerk who collects this form (if this form is sent by post, it is mandatory to attach to it a copy of the passport or identity card of the signing person). Art. 38 para. 3 of Italian Presidential Decree no. 445/2000.



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**RESERVED SECTION FOR THE ENROLMENT REQUEST IN SINGLE LEARNING ACTIVITIES  
WITHIN SCIENCE COURSES**

Degree Programme Board of the degree programme in:

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Enrolment in the chosen single learning activities is permitted.

The Degree Programme Coordinator

Degree Programme Board of the degree programme in:

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Enrolment in the chosen single learning activities is permitted.

The Degree Programme Coordinator



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

### Application's receipt for enrolling in single learning activities

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

for the degree programme in \_\_\_\_\_

The enrolment for single learning activities is valid for one academic year.

The procedure begins on the date of receipt of the request and will be completed within **45** days (Regulation on administrative procedures, R.D. no. 541/152 of 29/12/97, as amended by R.D. no. 807 of 02/07/2010).

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.