

ENROLMENT AT SINGLE COURSES

Student Registry (Segreteria Studenti)
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time for the public:

from Monday to Wednesday 10.00 -13.00 and 15.00 – 17.00

ENTRANCE

The candidates who can enrol at single teaching courses at the University's degree courses and specialization degree courses , and also take the concerning examinations and obtain certification are:

- the graduates who need to attend the courses and to take the examinations of disciplines that aren't inserted in the study plan followed to obtain the degree, but that, in accordance with the dispositions in force, are required for the admission to public competitive examinations or for the specialization school entrance;
- Italian European community citizens in possession of a certificate of secondary education qualified for the University entrance in the Country where it has been obtained.

PRESENTATION OF ENROLMENT APPLICATION

The enrolment application for single courses could be presented only for teachings concerning degree courses ruled by the new university system M.D. n. 509 /99 and subsequent modifications).

For the enrolment it's necessary to send by registered letter to the address indicated on the application:

- the enrolment application available at the address <http://www.unipegaso.it/docs/corsosingolo.pdf>
- copy of the bank transfer
- photocopy of the identity card and of the fiscal code
- 2 photos, one of which signed on its front

EXPIRY

The enrolment at the single courses can be effected in any moment of the Academic Year.

SHARES

For the enrolment at the single courses is foreseen the share as follows:

- Euro 100,00 as a share for the enrolment procedures and the university book issuing;
- Euro 50,00 for CFU (Formative University Credit)

Examples.

for 6 credits= $100,00 + (50 \times 6 = 400,00$

for 9 credits = $100,00 \times 9 = 550,00$

MEANS OF PAYMENT

The share payment is to be effected by bank transfer at the following coordinates:

Università telematica Pegaso

Banca della Campania

Via Solimena 30/42 80127 Napoli

ABI 05392 CAB 03402 C/C 000001274735

IBAN: IT 65 H 05392 03402 000001274735

Please, write in the "reason of the payment" the wording:

" Enrolment for single courses A.A..... (indicate the academic year)- Faculty of.."

and in a clear and legible way,

" the name and address of the student who is enrolling".

SINGLE COURSES FOR FOREIGN CITIZENS

The students who can attend single teachings of one or more Faculties are:

- the E. C. citizens in possession of a certificate of secondary education issued by an European school suitable for the University entrance in the Country where it has been obtained. At the moment of the enrolment the student interested can certificate themselves the possession of the final secondary education qualification but they have to present the original value statement of the qualification issued by the Italian diplomatic-consular competent delegation of the territory;
- the non E.C. students residing abroad, according to indications reported on the specific statements of MIUR, that have given application , within the terms provided, to the Italian territorial diplomatic or consular delegation;

Afterwards the enrolment will be completed at Pegaso Telematic University by presenting to the Students' Registry:

- enrolment application written on a proper form;
- evidence of the payment of the enrolment share;
- residence permit;

Only the students who aren't European Community citizens residing abroad have to pass a knowledge examination on the Italian language in accordance with the forms indicated by the Dean.

The E.C. and Italian citizens residing in any place, and also the non- E.Community citizens regularly residing in Italy , can present directly to the students' registry the entrance applications supplied with the documents mentioned above.

INFORMATION

During the enrolment a number will be given to the student and a university book will be issued that will be given back to the students' registry once that he will have passed the examinations provided.

The student is admitted to follow the single formative activities of the formative offer and to take the relative exams **within 28th February of each year following the enrolment one at the A.A. (for example for the A.A.2006-2007 within 28th February 2008)**, by receiving final certification of them, including the formative credits obtained.

If the student doesn't take the relative examinations or a part of them within the terms provided and intends to go on, he will pay Euro 50,00 for each CFU (University Formative Credit), that hasn't acquired yet for the renewal at the academic year following the one of the first enrolment.

The documents concerning the exam results are kept at the Students' Registry.

The applicant for the single courses:

- doesn't enjoy the active and passive electorate during the student delegation;
- can't take part to the interventions provided for the right to study.