



UNIVERSITÀ DEGLI STUDI  
**GIUSTINO FORTUNATO**  
TELEMATICA



# Student guide

The On-line University “Giustino Fortunato” is a university in which, to the preparation and the quality of the teaching staff, unite and combine the most advanced e-learning technologies. A highly future-oriented synergy, but with solid roots on which develops the soul of the University with the highest-level teachers because our goal is quality.

A goal that becomes a daily challenge with investments in training approaches and technology platforms, to provide the best possible education to hundreds of students who choose the “Giustino Fortunato” University. A big commitment lived in accordance with our students to whom the constant assistance of E-tutor throughout the academic courses is assured and the ability, unique among on-line universities, to attend even the traditional lectures.

The program includes two three-year degree, a master degree and a 5-year combined bachelor’s/master’s degree.

## **Training courses**

The didactic organization of the On-line University “Giustino Fortunato” combines the quality of teacher skills with the flexibility of the innovative method of study. The curriculum is divided into the following courses of study:

### **Master’s Degree in Business Administration**

#### **Class of Master’s Degree in General Business Economics LM-77**

Major in Economics and Business Management

Major in Economics and aviation management

### **Master’s Degree in Law**

#### **Class of Master’s Degree in Law LMG / 01**

#### **Degree in Corporate Legal Operator**

#### **Class of degrees in Science of Legal Services L-14**

Major in law expert for Corporate, labor and public administration

Major in Economics and Company Management

Major in Tourism Management and Sport

### **Degree in Sciences and aviation technologies**

#### **Class of Degrees in Science and Technology of Navigation L-28**

Major in Pilots

Major in Flight controllers

Operator of Aeronautical Services

**In addition, the On-line University “Giustino Fortunato” offers opportunity to subscribe to:**

**University Degree First and Second Levels**

**Postgraduate courses and refresher Professional and Continuing Education**

**Single courses**

## **Guidance and mentoring**

The guidance and mentoring activities are organized by the University, as defined by articles 8 and 17 of the University Teaching Regulations.

At the beginning of each academic year, the University organizes for the new students several activities to approach the studies, object of the University training offer, aiming at providing basic information and personalized advices on the organization and functioning of services, both on the teachings of the courses and related professional opportunities. At the beginning of the academic year, each teacher makes available to the students a detailed program of teaching and research activities related to its teaching, with the indication of all relevant information, including the activity carried out by the collaborators of the teaching activity (i.e. tutors).

As it sets out in Chapter 6, art. 9 of the Services charter of the University, tutors are responsible for assistance to the students in teaching activities as experts in their respective subjects and disciplines in both the technical and communicative aspects of distant learning.

## **Master's Degree in Business Administration for class LM-77**

The two-year course provides students with the theoretical knowledge and the analytical tools needed to understand entrepreneurship and innovation, in economic and management perspective. The conditions for the emergence of new companies, the ability to recognize market opportunities, analysis of human resources, economic and finance necessary for the creation and development of a new company are some of the themes that characterize entrepreneurship. Innovation is defined in a broad sense, as generation of new knowledge for the development of products, managerial processes and competitive strategies.

### **OBJECTIVES OF THE MASTER'S DEGREE IN BUSINESS ADMINISTRATION LM-77 - ECONOMICS AND BUSINESS ADMINISTRATION**

Graduates will have the basics for starting a business, combining business skills, economic and financial management, with a sound knowledge of new product development processes. More and more business logic also applies within the medium and large enterprises and in the third sector as a form of government for organizations and resource allocation. Graduates can be project managers for the development of new products and for innovation management or continue their studies by enrolling at a second level master's degree or PhD course. Graduates can also carry out, with prior practicum and taken exam, the freelance activities planned by the National Order of Chartered Accountants and the audit activities.

**Responsible for the degree program:** Prof. Ennio De Simone - e.desimone@unifortunato.eu

### **OBJECTIVES OF THE MASTER'S DEGREE IN BUSINESS ADMINISTRATION LM-77 - ECONOMICS AND AEROSPACE MANAGEMENT**

Graduates will be able to occupy positions of executive responsibility and management of air transportation companies and intermodal, of terminals management, accessory and ancillary activities, logistics services in the airport authorities, in planning bodies and public institutions. In addition, the course provides the basis for further training programs geared to basic and applied research and to the economic and management training in the aviation sector. Language teaching and apprenticeship-internship activities are widely promoted by the Faculty as a qualifying time of the training of the student.

**Responsible for the degree program:** Prof. Ennio De Simone - e.desimone@unifortunato.eu

## **Master's Degree in one cycle in Law - class LMG / 01**

The degree program is structured to provide students with the acquisition of the national and European legal culture as well as the basic tools needed to update their skills through the study of historical knowledge, to assess the positive law institutions, taking account of their historical evolution. With the help of specific insights for each area of learning, the student will be able to acquire specific skills and interpretive capabilities including through technical case studies and methodologies, in relation to topics that are useful to the understanding and evaluation of principles or institutions of positive law.

### **OBJECTIVES OF THE MASTER'S DEGREE IN LAW LMG / 01**

Graduates of the Master's degree in Law, in addition to legal professions, notaries and the judiciary, may carry out activities and be employed, in reference to functions with high responsibilities, in various fields of social activity, socio-economic and political that is in institutions, in public administrations, private companies, trade unions as well as in the field of computer law, comparative law, international and EU (European jurist), and in international organizations in which the skills of analysis, evaluation and decision of the jurist prove fruitful even outside the sectoral content knowledge.

**Responsible for the degree program:** Prof.ssa Katia la Regina - k.laregina@unifortunato.eu

## Prerequisites

Students are required to observe the following prerequisites:

Private law with respect to: labor law, commercial law, civil procedural law, civil law. Constitutional law with respect to: criminal law, criminal procedural law, administrative law, tax law, corporate tax law, comparative public law.

History of medieval and modern law with respect to: history of justice.

Criminal law with respect to: criminal procedural law.

Tax law with respect to: corporate tax law.

## Three-year degree course in legal business operator - Class L-14

The degree course aims to achieve: the possess of a sound cultural, legal and economic base; the knowledge of particular sectors of the legal system and the ability to apply the related relevant legislation; the knowledge of the general and specific linguistic register of at least one EU language other than Italian; skills in communication and management of information, particularly in the legal domain using also methods and instruments from electronics and computer science.

The three-year degree in the legal enterprise form Operator of operators of administrations, companies and public and private organizations, with specific legal training, combined with knowledge in the economic, organizational - management and informatics.

Particular importance is given to the use of computer science even in the legal field and the acquisition of legal terms in English.

The curriculum aims to provide specific preparation in some relevant professional fields through the provision of three aspects:

- Corporate & business, labor and public administration law expert
- Economics and business management
- Tourism, sports, food and wine management

## OBJECTIVES OF THE THREE-YEAR DEGREE IN OPERATOR LEGAL BUSINESS L-14 - CORPORATE LAWYER, LABOUR AND PUBLIC ADMINISTRATION

The curriculum in "Corporate lawyer, labor and public administration" provides a training program which is intended to ensure an adequate command of general scientific methods and contents as well as specific professional knowledge, with regard to external relations of the company and the internal relationship (internal audit activity and company management). In particular, it will strengthen the training: participation in complex operations for coordination and the legal relationship management for public bodies and relations with private entities; the preparation, processing and verification of business contracts; the management of relations with employees, the payroll and contributions, planning of the remuneration policy as well as the management and coordination of labor law litigation.

**Responsible for the degree program:** Prof.ssa Flora Cortese - f.cortese@unifortunato.eu

## Prerequisites

Students are required to observe the following prerequisites:

Private law with respect to: labor law, commercial law, obligations and contracts.

Constitutional law compared to: criminal procedural law, administrative law, tax law, comparative public law, law of public contracts.

Business administration with respect to: financial statements and accounting standards

## **OBJECTIVES OF THE THREE-YEAR DEGREE IN OPERATOR LEGAL BUSINESS L-14 - ECONOMY AND COMPANY MANAGEMENT**

The curriculum in “Economy and company management” is oriented to the knowledge of all business functions and the acquisition of tools to: analyse the managerial mechanisms that govern them; assessing the economic and financial conditions of the company; locate and use quantitative tools appropriate for the current customers’ management and the search for new; analyse the consistency of decisions in individual business areas; develop a method of analysis of enterprise management problems, with the possibility of insights into issues related to marketing and sales. The program is structured to provide the necessary expertise in business and deepen managerial methodologies, enabling the student to develop a method to analyse and analytically solve managerial problems.

**Responsible for the degree program:** Prof.ssa Flora Cortese - f.cortese@unifortunato.eu

### **Prerequisites**

Students are required to observe the following prerequisites:

Private law with respect to: labor law, commercial law, consumer and market law

Constitutional law with respect to: Law and Business Criminal Procedure (integrated course), company tax law, Comparative Legal Systems

Business administration with respect to: Financial statements and accounting standards

Economics and management of businesses with regard to: Marketing

## **OBJECTIVES OF THE THREE-YEAR DEGREE IN OPERATOR LEGAL BUSINESS L-14 - MANAGEMENT OF TOURISM, SPORT, FOOD AND WINE MANAGEMENT**

The curriculum in “Management of tourism and sport” equips the students of knowledge and skills about the fundamentals of the operation of enterprises, institutions and organizations working in the field of tourism and sport or food and wine management and offers knowledge and skills relating to various corporate strategic approaches in different competitive contexts and in different business sizes. Considerable emphasis is placed on the interrelationships between the various operating functions between the customer and the market, allowing the acquisition of skills needed to manage today’s competitive challenges, providing insights related to strategic planning, marketing and the management and organizational aspects of the business the services sector, with particular attention to tourism and sport. In particular, the legal area includes the study of the sources and the regulations of the Italian and European law relating to public law, civil law, commercial law investing the actors operating in the field of tourism and sports or food and wine management, and so consumers, businesses and public entities. The macro area is set on a solid theoretical basis for deepening knowledge and on a perspective applied to the implementation of full understanding of the legal issues involved.

**Responsible for the degree program:** Prof.ssa Flora Cortese - f.cortese@unifortunato.eu

Curricula:

Tourism, sports, food and wine management

### **Prerequisites**

Students are required to observe the following prerequisites:

Private law with respect to commercial law

## **Degree in Sciences and aviation technologies - L-28 class**

The degree program is the only telematic course delivered in Italia in the class L-28 and is specifically dedicated to the Science and Technology of Air Transport. In relation to the stated occupational destinations, the course, after providing basic knowledge and common characteristics, specializes in two different curricula: one dedicated to onboard professions (commanders, pilots, flight attendants) and the other for technicians of air traffic control. The course is provided on an enriched telematic teaching base, according to a blended model, as important frontal formative moments with reference to applications, tutorials, and more generally to the activities of learning by doing and learning on the job: the courses in the workplace (inclusive the internship but not limited to it) will be held with bodies or ENAC certified third parties and / or some other companies in the sector. For the staff already working, the classroom teaching part is organized according to specific timetables (also personalized) both timely distributed and concentrated in weeks of full immersion. The course makes use virtual labs that enable exercises done in telematics way, both for basic disciplines and for specific subjects (including simulators for training in activities and operating environments).

The curriculum aims to provide specific preparation in some relevant professional fields through the provision of two orientations:

**- PILOTS**

**- FLIGHT CONTROLLERS - AIR TRAFFIC CONTROLLER**

**- OPERATOR OF AERONAUTICAL SERVICES**

### **OBJECTIVES OF THE DEGREE IN SCIENCE AND AIR TRANSPORT TECHNOLOGIES L-28 – PILOTS**

Graduates in science and air transport technologies is particularly oriented to the technical professions based on scientific and engineering aspects deal with the production of basic services in the transport and air traffic. The degree proposed has for reference the needs and the demand for education at university level for people at different levels are already active in the aircraft sector both in military area (Commanders and pilots, non-commissioned officers in logistics and technical services for military airports ) and in the civil one. It is for already working staff and for whom is of strategic importance a range of university education done in telematics way. Furthermore, the course is oriented, with a specific offer, to the commanders, onboard assistants and airplane pilots, who feel the need to qualify and support their professionalism with a university-level education in the fields of air navigation, air transport, cartography, meteorology and flight mechanics. In addition to these skills, the course is aimed at those who aspire to enter this specific labor market.

**Responsible for the degree program:** Prof.ssa Pia Addabbo - p.addabbo@unifortunato.eu

### **OBJECTIVES OF THE DEGREE IN SCIENCE AND AIR TRANSPORT TECHNOLOGIES L-28 - FLIGHT CONTROLLERS – AIR TRAFFIC TECHNICIAN**

The Flight Controller is responsible for the management and security of the movement of aircraft in the airspace within its competence, of the connections between the “ground” (control towers and operations rooms) and the planes and all the information, instructions and necessary approvals for the pilots.

In addition to providing assistance to the flights taking off and landing, monitors the flights operated in the airspace within its competence, indicating to the pilot of the flight path, authorizes the passage of an aircraft in a given airspace, provides all the data to ensure that the flight can be made safely and quickly.

The air traffic technician is responsible for the operation and management of control towers, treatment procedures, operational support and technical assistance for air traffic control, governance and coordination of assistance to aircraft on the ground (controls, parking, supplies, assistance for fuel, etc ..). It has functions of airport head, coordination and monitoring of safety procedures, complaint handling and airport detectors and planning, management and control of maintenance and logistics services.

**Responsible for the degree program:** Prof.ssa Pia Addabbo - p.addabbo@unifortunato.eu

## Assessment of academic career prior to the granting of the career in terms of university credits

Students dismissed at and / or dropouts from other universities, wishing to register or enroll in degree offered by the Online University "Giustino Fortunato" courses, have the opportunity to assert their previous career.

### Short Course – Credits Recognition

The student can obtain recognition, in terms of academic credits valid for the course of study undertaken at the Online University "Giustino Fortunato", of academic or extra-academic activities carried out by him previously. They can forward such a request:

- students transferred "inbound", e.g. coming from other universities;
- students in possess of qualifications acquired in the academic or non-academic (ECDL, participation in conferences, participation in training courses etc.), that can, according to the instructions and recommendations provided by the Education Ministry, to be recognized as valid for the path of study undertaken at the Online University "Giustino Fortunato" and "converted" into university credits;
- students already in possession of evidence of university qualification that ask for registration to another course in the Online University "Giustino Fortunato" for which they can get the partial recognition of previous academic career ( so-called "short course");
- students forfeited or renounced who wish to enroll again. The competent academic body to rule on the validation questions is the Council of the Faculty.

## Evaluation of Profits and University Credits (CFU)

For admission to the exams is required the on line presence frequency to the various educational activities. The online presence frequency rate will be calculated through the tracking platform. The student will connect to the e-learning platform, through its credentials, and will have access to the course materials and take advantage of the lessons; the teacher and the tutor will monitor students with the support of specific reports, assessing the student's access to the exam.

The exam may consist, in tests of various types established by the titular teacher for each subject - and therefore can be oral or written or in other tests (practical, graphic tests, interviews) specifically established by teaching owner.

The student who is not in good standing with the payment of taxes and contributions, can not be admitted to the examinations, nor benefit the training offer through the e-learning platform.

## Registration

### Terms

The terms for the registrations are effective from August 1st, and will remain open until July, 31st.

### Modality

The enrollment form must be completed by downloading the application form directly from the "Corsi di Laurea" menu - area "Modulistica per l'iscrizione" - present on the University website.

The application form, duly completed and signed, must be submitted directly at the counters of the Student Office or sent in an envelope by registered mail to the following address: University "Giustino Fortunato" - Telematica - Segreteria Studenti, Viale Raffaele Delcogliano, 12 - 82100, Benevento".

The package must contain:

- application form with stamp of € 16.00 inclusive of information on the protection of personal data and the contract with the student;
- receipt of payment of tuition fees to be made on the bank account made payable to the University degli Studi "Giustino Fortunato" - Telematica, specifying " immatricolazione";
- receipt of € 140,00 " Tassa per il diritto allo studio universitario - codice 0831";
- 2 recent and identical passport photos;
- photocopy of a valid identity document and the tax code;
- any affidavits or certifications or attestations that have been in possession for the purpose of recognition of university credits.

N.B. From the date of registration is required 60 days, compared to the first useful session, in order to sustain the exams planned for the course of study.

WARNING! The application, with incomplete documentation, will not permit the registration.

## Institutional e-mail

The University provides all students a free e-mail service. The service, developed in collaboration with Eraclito Srl, is a safe and reliable communications exchange channel between the University and its students for the exchange of information and aims to increase the interaction between the University, teachers, tutors and students.

The institutional e-mail service is accessible from the home page [www.unifortunato.eu](http://www.unifortunato.eu) selecting the "webmail" link. For the e-mail service requires the same credentials used for e-learning platform of the university.

The email with domain @studenti.unifortunato.eu (initial of "firstname" and then .lastname@studenti.unifortunato.eu) is the official address of each student and is reserved for him for all institutional communications between the university and the student.

## University fees

### DEGREE COURSES LMG-01 AND LM-77 UNDERGRADUATE DEGREE COURSE L-14

The single required contribution is unchanged for the academic year and is of € 2,500.00 to be paid upon enrollment / registration.

It is given the opportunity to pay the single contribution in three installments to be paid compulsorily within the following deadlines:

1. First installment of € 916.00 upon enrollment / registration (including the discharge of the tax stamp to be applied on the request);
2. Second installment of € 800.00 by January, 31st;
3. Third installment of € 800.00 by April, 30th.

WARNING! If registration occurs after the academic year, the application form, complete with the necessary documentation, is still considered completed with the crediting of fees at the University's treasury in the times, in the manner and in the amounts determined as follows:

1. The first installment of € 916.00 from August, 1st to January, 30th;
2. The first and second installments of € 1,716.00 from January, 31st to April, 29th;
3. The first, second and third installments of € 2,516.00 from April 30, April, 30th to July, 31st.

Payments must be made exclusively through the use of the MAV, available on the personal page "MyUnifortunato".

### UNDERGRADUATE DEGREE COURSE L-28

The contribution required for the academic year is € 3,500.00 to be paid upon enrollment / registration.

It is given the opportunity to pay in installments the contribution in three installments to be paid compulsorily within the following deadlines:

1. The installment of € 1,516.00 upon enrollment / registration (including the discharge of the tax stamp applied on the request);
2. the second installment of € 1.000,00 by January, 31st;
3. the third installment of € 1,000.00 by April, 30th.

WARNING! If registration occurs after academic year, the application form, complete with the necessary documentation, is still considered completed with the crediting of fees at the University's treasury in the times, in the manner and in the amounts determined as follows:

The installment of € 1,516.00 from August, 1st to January, 30th;

1. First and second installment of € 2,516.00 from January, 31st to April, 29th;
2. First, second and third installment of € 3,516.00 from April, 30th to July, 31st.

Payments must be made exclusively through the use of the MAV, available on the personal page "MyUnifortunato"

Arrears contribution

The overdue contributions were calculated as follows:

Arrear € 30.00 until the 30th day after the expiry

Arrear € 40.00 on the 31st day after the expiry



## Foreign students

The admission of foreign students to study courses of the Italian University is governed by the provisions agreed upon by the Ministry of Education with the Ministry of Foreign Affairs, the Ministry of Interior and the Prime Minister's Office - Department of Community Policies. The provisions are available on the web site <http://www.miur.it> (Ministerial acts) Circular no. 1291 of 16 May 2008.

## Inscriptions after the first year

To subscribe to the following years it is necessary to be in compliance respecting to its administrative position. Registrations to the second and subsequent years are open from August 1st to November, 5th.

WARNING! enrollment in subsequent years made after November, 5th involves the payment of default charges:

€ 30.00 until the 30th day after the deadline;

€ 40.00 on the 31st day after the deadline.

## Transfer from Other Universities

Students wanting to transfer to the University degli Studi "Giustino Fortunato" - Telematica are required to carry out the practice of transferring to the Office of the Secretariat of the Faculty of origin.

The terms of incoming transfers for the academic year. Shall run from 1 August.

Mode of registration

Received the discharge papers, the student is required to regularize their administrative situation within 30 days, in order to ensure the smooth running of the educational activity.

To this end, the application form must be completed by downloading the application form directly from the menu "Corsi di Laurea" - area "Modulistica per l'iscrizione"- on the University website.

The form, duly completed and signed, must be presented directly to the Student Office or sent through registered A / R at the following address "Università degli Studi "Giustino Fortunato" – Telematica – Segreteria Studenti, Viale Raffaele Delcogliano, 12 82100 , Benevento".

## The package must contain:

- application form with stamp of € 16.00 inclusive of information on the protection of personal data and the contract with the student;
- receipt of payment of tuition fees to be made on the bank account made payable to the University degli Studi "Giustino Fortunato" - Telematica, specifying " immatricolazione";
- 2 recent and identical passport photos;
- photocopy of a valid identity document and the tax code;
- CFU any affidavits or certifications or attestations that have been in possession for the purpose of recognition of university credits.
- Photocopy of the receipt for all applications instance transfer presentation, released by the Office of Admissions of the University of origin.

On the request for recognition of the previous studies in order to continue the studies, will deliberate the responsible of the teaching structures. It is the responsibility of the Student Office to send, by e-mail, the successful resolution from the relevant academic bodies for the course of the current year in which the student is enrolled, the recognition of the European University Credits (ECTS) and the validation of the exams taken in the previous academic career.

## Students Off Course

In case the student has not completed the academic program planned in the legal term, he will be considered off course

## Inscription to single courses

Students - although already holding a title of Bachelor or Master's degree, and students enrolled in courses at other universities, including foreign ones - can register, on payment of contributions to individual teaching courses organized by University. At the end of the teaching activity, it is possible to take the relative exam and get a certificate of breakthrough. The aim to apply to these courses is not the release of a title, but only a certificate with the examinations passed. The student enrolled in a course of graduate study, doctoral or other Master University can enroll in individual courses of the University Unifortunato supporting these charges. Students enrolled at the University Unifortunato in a course of study, graduate, doctoral cannot enroll in individual courses at the same university, except with acceptance of a reasoned request. You can subscribe to as many teaching courses up to a maximum of 60 credits per academic year, for professional or insolvency purposes for which it is required a cultural and scientific update or a particular refinement of the skills acquired. The fees for enrolment in individual active courses in the University's courses are fixed in € 50,00 for each university credit, up to a maximum of € 500,00 for each course.

## How to register

The application form must be completed by downloading the application form directly from the menu "Corsi di Larea" - area "Modulistica per l'iscrizione"- on the University website.

The form, duly completed and signed, must be presented directly to the Student Office or sent through registered A / R at the following address "Università degli Studi "Giustino Fortunato" – Telematica – Segreteria Studenti, Viale Raffaele Delcogliano, 12 82100 , Benevento".

The package must contain:

- application form with stamp of € 16.00 inclusive of information on the protection of personal data and the contract with the student;
- receipt of payment of tuition fees to be made on the bank account made payable to the University degli Studi "Giustino Fortunato" - Telematica, specifying " immatricolazione a.a.";
- 1 recent and passport photo;
- photocopy of a valid identity document and the tax code;

## Passage to another course degree

Terms

The student may apply for transfer to another degree course activated in the "Università degli Studi "Giustino Fortunato" – Telematica" during the academic year.

Modality

The request for transfer to another degree program, available online in the personal area "MyUnifortunato" under "modulistica", must be completed and presented at the counters of the Student Office or sent by registered A / R to the Student Secretariat at the following address : Università degli Studi "Giustino Fortunato" - Telematica - Segreteria Studenti Viale Raffaele Delcogliano, 12 82100 – Benevento

## The package must contain:

1. application form for the passage;
2. record book;
3. receipt of payment of the contribution of passage of € 166.00 (including the stamp duty on the request), on the postal c/c n. 74296302 payable to: Università degli Studi "Giustino Fortunato" - Telematica, causale: "passaggio ad altro corso di laurea a.a.";
- 4 receipt\*\* of the payment of tuition fees to be made to the following account of the "Università degli Studi "Giustino Fortunato" - Telematica, con causale: "Iscrizione a.a.".

6. The passage is authorized by the Rector, after consultation with the Faculty Council, which shall decide on the recognition, even partial, of the student career with the recognition of the credits acquired and considered related to the chosen course of study.

\*\* If the student has already paid the taxes and the regional tax for the degree course from which it comes, the same shall be deemed validly paid for the new degree program.

## **Transfer to another university**

Terms

Students enrolled at the "Università degli Studi "Giustino Fortunato" - Telematica" wanting to transfer to another university, must be in compliance with the administrative position.

Terms

The student may request a transfer to another university from 1 August to 30 September.

Modality

The request for transfer to another university, available on-line in the personal area "MyUnifortunato" under "modulistica", must be completed and submitted to the Student Administration offices or sent by registered A / R to the following address: Università degli Studi "Giustino Fortunato" - Telematica - Segreteria Studenti Viale Raffaele Delcogliano, 12 - 82100 Benevento.

## **The package must contain:**

1. application form;
2. record book;
3. receipt of payment of the contribution of transfer to another university of € 216.00 (including the stamp duty on the request), on the postal c/c n. 74296302 payable to: Università degli Studi "Giustino Fortunato" - Telematica, causale: "trasferimento ad altra università";

## **Examinations**

The acquisition of credits in courses provided by different curricula is done by passing an exam or other proof deemed as appropriate verification. Each teacher determines the test type at the time of the presentation of its annual program. The examination boards are made up of at least two members, the first of which is the owner of the course of instruction, which acts as the Chairman of the Board; the second is a teacher of the same subject area or affine or an expert on the subject.

Such tests may consist of examinations (oral and / or written), whose vote is expressed out of thirty, or suitability tests that result in a positive or negative judgment. In each session, the student in good standing with the administrative position can withstand all tests of their academic year or previous ones, in respect to their respective course semesters and to any prerequisites envisaged by the syllabus.

WARNING! Examinations related to teaching courses started in the first semester will be supported by the appeal planned in January, while the exams related to teaching courses started in the second semester will be supported by the appeal planned in June (in both cases it will be ordinary sessions of the academic year 2015/2016).

## **Semesters of teaching courses**

I semester: from 1 October to 21 December

II semester: from February 1, to May 13

## **Examination sessions**

Winter session:

January: from 07 January to 10 February

March: from March 1 to March 30

Spring session:

April: April 1 to April 30

Summer Session:

June: from June 3 to June 30

July: from July 1 to July 15

Autumn session:

September: from 1 September to 30 October

November: from 10 November to 10 December

Special Session:

January: from 07 January to 30 January

Suspension of courses and academic activities

The University will observe the suspension of educational activities on the following days:

November 1 All Saints' Day

December 8 Immaculate Conception Day

Christmas holidays from December 22 to January 6

Easter holidays from March 25 to March 29

April 25th Anniversary of Liberation

1 May Labour Day

June 2 National Day of the Republic

Summer holidays from August 1 to August 31

Degree sessions

Summer Session:

July: from July 15 to July 30

Autumn session:

October: from October 17 to October 30

Winter session:

February: from 15 February to 15 March

## **Request for Assignment Thesis and final exam reservation**

Students who intend to graduate must submit "request assignment thesis" form at least 5 months before the session of the three-year Graduate Degree Courses and 8 months before the graduation ceremony for the Master of Science, at the Student Office. Documentation is available in the personal area "MyUnifortunato" in the "Adempimenti del laureando" section.

## **Reservation Exam graduation Finale**

The student who has completed all examinations and intends to take the final exam for obtaining the academic title, subject to authorization by the supervisor, is required to submit, within the terms set out below:

- by June 30 for undergraduates of July (summer session);
- by 30 September for undergraduates in October (autumn session);
- by January 30 for undergraduates from February to March (winter session).

## **Undergraduate application**

Copy of the payment of the graduation fee of € 266.00 (including the stamp duty for the discharge on demand) on the postal c / c n. 74296302 made out to "Università degli Studi "Giustino Fortunato" - Telematica, causale: "tassa di laurea";

Book record;

Receipt the assignment module dissertation;

Worked out the final test on CD-ROM computer support signed by the supervisor on the front page;

The elaborate statement of originality;

Authorization to consult the thesis.

N.B. The candidate is required to take, at the Student office, a check of their administrative position after the last final exam. The candidate is required to ensure, at the Student Secretariat, within a period of three days before the final exam session, the outcome of the administrative control.

If the student has applied for graduation to a session, and does not show to the corresponding final examination, he is required to resubmit for the next graduation session, only through the application on stamped paper.

Students who complete their degree by the special session, and that as a precaution have already paid the registration fee, are entitled to reimbursement of fees paid except for the stamp and the regional tax for the right to study.

It should also be noted that students who do not achieve the ultimate title in the special session are required to register with the new academic year and the payment of the regional tax for the right to study.

The Student Office can conduct random checks on delivered CD from undergraduates to ensure that their content corresponds to what is said.

## **Interruption, Reunion and suspension of university studies**

### **Interruption and reunion**

The student who does not renew the registration for at least one academic year, is interrupting his studies.

If it intends to resume his studies, the student must submit an application on stamped paper addressed to the Chancellor for the reunion of his career.

Students, if they intend to exercise the rights arising from affiliation, must make payment of the reconnaissance fee for each year of interruption, plus any balance of tuition fees for the last academic year in which it was presented the inscription.

Over the years of interruption, the students may not perform any act of career.

### **Suspension**

The student must request the suspension of studies in the case of enrollment in graduate schools, university research doctorates and master of I and II level, till the achievement of its relative titles; Furthermore, the student has the right to seek a stay of studies in the following cases:

- enrollment in Italian military training institutes until the completion of its courses;
- Civil service for the academic year in which the service is done;
- birth of his child for the current academic year or after the date of birth; the suspension may be requested by both parents;
- serious illness, attested by a medical certificate, the period of at least six months for the academic year corresponding to or subsequent to the event, for the entire duration of infirmity;
- serious reasons concerning the personal and family circumstances of the student, undergoing discretionary appreciation of the Administrative Director.

## **Decadence and Withdrawal of Education**

The loss of the status of university student can be determined from three causes:

1. obtaining the academic title;
2. the supervening disqualification;
3. the submission by the student of a special declaration of termination of studies.

### **Decadence**

Under Article. 149 of the current T.U. concerning higher education, he/she loses the status of university student, by decadence the student who has left to spend eight or more consecutive academic years without committing any act of academic career: in other words, without having sustained any final exam (with either positive or negative outcome). The decadence does not affect students who have passed all the exams provided for their curriculum and that they should only pass the graduation exam.

### **Termination of studies**

The waiver, personal act and not be delegable, is the formal declaration by which the student says he will not continue the studies undertaken. It is effective from the moment of submission. The declaration of termination of studies must necessarily be made in writing form, clearly and explicitly, without any conditions, no terms or clauses restricting its effectiveness, downloading the form is available in the personal area "MyUnifortunato" in the section "modulistica". The declaration of withdrawal to the studies, must be submitted to the Student Office

or sent by registered A / R to the following address: "Università degli Studi "Giustino Fortunato" - Telematica -Segreteria Studenti -Viale Raffaele Delcogliano, 12 82100 – Benevento", pouring € 166,00 (including the stamp duty for the discharge on demand) such as administrative fees postal c / c n. 74296302 payable to: "Università degli Studi "Giustino Fortunato" - Telematica, with cause "Diritti di segreteria per rinuncia".

The waiver is irrevocable and implies the cancellation of all the credits earned during the career.

The dropout student, not in order with the payment of tuition fees, can not be issued certificates for the previous academic career and regularly done, for which it relates the default of payment.

The dropout student can not obtain reimbursement of the amounts paid, and he would subscribe to the same or another degree course will be regarded as those who enroll for the first time, provided that can, however, ask for the assessment and credits for the previous career and will, therefore, produce again the documentation pouring the prescribed fees for the registration.

## Secretarial Services

The Office of Admissions is available to students:

- at the counters of the registered office of the University, in Benevento
- through the e-mail address [segreteria@unifortunato.eu](mailto:segreteria@unifortunato.eu)
- through messages in the e-learning platform
- to the telephone number 0824 / 31.60.57

The student secretariat offices are open:

- Monday to Friday from 9:00 to 13:00 and from 15:00 to 18:00
- Saturday from 9:00 to 13:00

The student can contact the Office of Admissions to ask questions and assistance for the completion of the following practices:

- a. registrations and inscriptions for various courses of study;
- b. Career abbreviations;
- c. registration for examinations;
- d. transfers and changing courses with examinations validation;
- e. application for admission to the final exam and graduation procedures for graduation;
- f. tuition fees;
- g. amounts, deadlines and method of payment;
- h. issuing certificates, registration books and other information;
- i. Registration foreign students

## Documents and Certifications

The certificates and attestations, copies, excerpts and other documents relating to the career of the students must be issued in accordance with the stamp act. At the student request, they can be granted, on plain paper, certificates intended for a use for which the law does not prescribe the stamp duty (participation in competitions or scholarships).

Issuing Certificates

The student to request the certificates must fill in the form available in the personal area "MyUnifortunato" in the section "modulistica".

The completed form must be submitted to the Student Administration offices or sent by registered A / R to the following address: "Università degli Studi "Giustino Fortunato" - Telematica - Segreteria Studenti - Viale Raffaele Delcogliano, 12 82100 – Benevento".

It is possible, however, to print certificates of enrollment via web, through the restricted area "My Unifortunato" – "Segreteria on line" section.

Following the entry into force of the stability Law 2012 (L.182 / 2011) and the amendments made to the presidential decree 445/2000, with effect from January 1, 2012, the certificates issued by the Public Administration relative to states, personal qualities and facts (residence, marital status, birth, qualifications ...) are valid and usable only in relations between private. In relations with the Public Administration and with private operators of public services (such as this University) certificates and acts of notoriety are always replaced by affidavits (self-certification), under Articles. 46 and 47 of D.P.R.445 / 2000.

## Guidance services

The Guidance Office is available to students:

at the registered office of Benevento and branch offices in Milan, Rome and Turin via the email address:

[orientamento@unifortunato.eu](mailto:orientamento@unifortunato.eu)

through messages in the e-learning platform

at the telephone number 800.71.95.95

The guidance office is open:

Monday to Friday from 9:00 to 13:30 and from 15:00 to 18:00. Saturday from 9:00 to 13:30

The student may contact the office to ask questions guidance and assistance for the completion of the following practices:

collect information about enrollment procedures, fees and scholarships; Career abbreviations; information about the personal area "MyUnifortunato" and the e-learning platform; transfers and changing courses with test validation; scheduling of examinations.

**International Relations Office:**  
**Viale Delcogliano, 12 – 82100 Benevento**  
**international@unifortunato.eu**

**Coordinator:**  
**Prof. Paolo Palumbo – email: p.palumbo@unifortunato.eu**

**International Learnings Advisor:**  
**Prof. Federico De Andreis – email: f.deandreis@unifortunato.eu**

**International Relations Sector:**  
**Prof.ssa Nadia Oliva – email: n.oliva@unifortunato.eu**

**Student Mobility Sector:**  
**Prof. Domenico Suppa – email: d.suppa@unifortunato.eu**

**Administrative Technical Sector:**  
**Eng. Thierry Bodhuin – email: t.bodhuin@unifortunato.eu**

**Press Office:**  
**Dr. Alfredo Salzano – email: press@unifortunato.eu**



**800 71 95 95 |**

