

Frequently asked questions on Part-Time and other topics

1. What do I mean by part-time?

The part-time allows you to pace your studies in agreement with the university gradually accumulating credits which count towards your final qualification. Once this option is chosen you may not return to the normal schedule. Please note that the number and sequence of exams remains the same, only the duration of time in which these credits are achieved changes. Part-time is not permitted to those enrolled in the old system, enrolled with DM 270/04 or 509/09 who have completed the maximum period to obtain a degree, or students enrolled in distance courses with the Neptune Consortium.

2. Who should opt for part-time?

If at the time of enrolment you know you have little time to dedicate to your studies due to other commitments or if you are already behind in your studies. If you are enrolling and are already beyond the prescribed time of your course. According to art.37 of the General Manifesto of studies, students who are already three years behind the prescribed incur a 50% fee raise. Once the part-time option has been completed, the second instalment fee will be reduced by 10% and the 50% increase paid on the first instalment will be deducted. Any excess payment will be refunded or used as credit towards future fees.

3. When and how to apply?

Freshmen can submit the application on INFOSTUD the day after enrolment. Students enrolled in subsequent years can submit the application from 1 September to 30 November 2015, on INFOSTUD clicking "part-time".

4. How to calculate the duration of studies when switching to part-time?

In the application you must state the number of credits that you wish to obtain every year: from a minimum of 18 to a maximum of 45. The faculty will judge the applications and, based on the number of credits agreed with the student, will recalculate the duration of studies. (See **CRITERIA FOR THE DEFINITION OF EDUCATIONAL PROJECT**).

5. How do you check the results of the evaluation?

The outcome will be communicated by e-mail before 29 January 2016. For further information contact Cristina Bomboi (E-mail: cristina.bomboi@uniroma1.it)

6. What happens if a student obtains fewer credits than those agreed?

If the student graduates within the agreed period nothing happens, but if he/she goes beyond the agreed time, a 50% increase will be applied from the first year beyond the prescribed period.

7. What happens if a student obtains more credits than those agreed?

If the student graduates before the agreed time fees must be paid for the entire duration agreed on.

8. Will you pay less fees by switching to part time?

Yes. The first year you pay 10% less, with a gradual reduction up to 40% on normal fees over the following years. Fees reduction is applied in the second instalment. Full fees are reduced by 10%, minus the amount paid for the first instalment. The student's career and the second instalment fees will be updated at the end of February and in any case in time for the payment of the second instalment.

9. What happens if I change courses?

In case of transfer to another course or from the old university degree system, the student can submit a new application from the month of September of the year following transfer.

10. What happens in case of transfer from other universities?

In case of transfer from another University, the student can submit a new application from the month of September of the year following transfer.

INFOSTUD: PART TIME PROCEDURE

To apply for part-time transition you should:

access to INFOSTUD with your registration number and password

click Degree Courses

add / change request

show your exams

select CREDITS PER YEAR

send application

PROCEDURE FOR THE OLD INFOSTUD

To apply for part-time transition you should:

get access to INFOSTUD with your registration number and password

select the part time in the menu at the bottom

type the number of credits required per year (min 18 max 45) and follow the signs.

After the procedure of INFOSTUD the application is automatically sent to the Faculty part-time Contact Person.

The student receives a part-time application in his e-mail.

Since the submission of application, the student has 7 days to revoke it.

All applications for part-time work are accepted, the Board of Studies may possibly change only the number of credits per year that students must achieve.

The result of this judgment will always be communicated by e-mail.

After the outcome of the judgment, the students can decide to accept or cancel the application

PART-TIME- CRITERIA TO DEFINE DURATION OF PART-TIME STUDY

Based on the number of credits per year, from a minimum of 18 to a maximum of 45) and based on the prescribed course time (3 years, 2 years, 4 years, 5 years etc ...) the table will enable you to calculate the desired part-time option:

Table – Duration of part-time option.

cfu required range 18/45	Graduate level 1° (180cfu) Bachelor Degree	Graduate level 2° (120cfu) Master Degree	Single Cycle Degree Program (300cfu) (5 years)	Single Cycle Degree Program (360cfu) (6 year)
	Duration of educational project (in year)	Duration of educational project (in year)	Duration of educational project (in year)	Duration of educational project (in year)
18	10	7	17	20
19	9	6	16	19
20	9	6	15	18
21	9	6	14	17
22	8	5	14	16
23	8	5	13	16
24	8	5	13	15
25	7	5	12	14
26	7	5	12	14
27	7	4	11	13
28	6	4	11	13
29	6	4	10	12
30	6	4	10	12
31	6	4	10	12
32	6	4	9	11
33	5	4	9	11
34	5	4	9	11
35	5	3	9	10
36	5	3	8	10

37	5	3	8	10
38	5	3	8	9
39	5	3	8	9
40	5	3	8	9
41	4	3	7	9
42	4	3	7	9
43	4	3	7	8
44	4	3	7	8
45	4	3	7	8

CRITERIA TO RECONSTRUCT THE CAREER FOR STUDENTS ENROLLED AFTER THE FIRST YEAR

The Boards of Studies will:

- verify the number credits obtained at the time of application;
- confer a year of course equal to that achieved as if the part-time request had been made at the time of first enrolment.

The system by default rounds down under five and up for over five.

WARNING: for students enrolled in subsequent years to the first, the year of admission is determined by the ratio between the credits earned at the time of application and the credits required per year, as well as, the ratio between the total credits needed to qualify (including credits for the final exam) and the credits required for year and not from missing credits.

DETERMINATION OF ENROLL FEES

The student, apart from the regional fee, will pay the enrolment fee for the agreed period according to the table below:

Resolution of the Board of Directors, April 26, 2005.

Bachelor Degree – First cycle	Master Degree – Second cycle	Single Cycle Degree Program
90% of fees for the I and II year part-time	90% of fees for the I and II year part-time	90% of fees for the I, II and III year part-time
80% of fees for the II and III year part-time	80% of fees for the II and III year part-time	80% of fees for the IV, V, VI year part-time
60% of fees due following year part-time	60% of fees due following year part-time	60% of t fees due following year part-time

The fee reduction is applied in the second instalment.

N.B. The first year of fee reduction is the first year of the part-time regime and not the year of enrolment

WARNING: To enrol part-time the first instalment for the academic year 2015-2016 must have been paid. If not, even if the application has been accepted by the competent educational structure, this is automatically invalidated (Manifesto of Study Art. 24 paragraph 2).