

APPLICATION FOR THE ACADEMIC RECOGNITION OF A FOREIGN QUALIFICATION OF FIRST OR SECOND CYCLE (BACHELOR AND MASTER)

TO THE RECTOR OF THE FREE UNIVERSITY OF BOZEN-BOLZANO

(Please fill out in block letters, correctly in every section)

I, the undersigned (name, surname) _____

born in _____ on _____ citizenship _____

Italian tax code (if available) _____

resident in _____ prov. _____ post code _____

address _____ no. _____ mobile phone _____

tel. _____ e-mail address _____

apply

for the recognition of my academic qualification (please insert the official foreign appellation)

gained on _____ at the University _____

Country _____

as equivalent to the following Italian academic qualification offered by the Free University of Bozen-Bolzano:

Degree course _____

Faculty _____

For this purpose, **I attach:**

- a) **copy of foreign academic qualification** (first cycle: level 6 of the European Qualifications Framework; second cycle: level 7 of the European Qualifications Framework). This title must be accompanied by the certificate of correspondence that can be downloaded from the ARDI database and/or the certificates issued by the CIMEA;
- b) **final certificate** listing the exams taken or **diploma supplement** in German, Italian or English;
- c) **syllabus of exams taken** in the study programme;
- d) **copy of the qualification with which the foreign study programme was accessed:**
 1. for first-level qualifications: secondary school leaving certificate (self-certification of possession if obtained in Italy) or – in the case of a special admission exam such as the Austrian 'Studienberechtigungsprüfung' – certificate valid for university admission, and certificate attesting that my school education lasted at least 12 years;
 2. for second-level qualifications: final certificate of first-level studies (self-certification of possession if obtained in Italy);
- e) any Italian **translations** of the documents requested (for documents in German or English, a translation is not required);
- f) copy of a valid **identity card** (back/front) or **passport**;
- g) copy of the **permit to stay** (for non EU citizens resident in Italy);
- h) **payment receipt** of the amount of 150 EUR for the recognition (duty stamp value is included). NB: The PagoPA payment slip will be sent to you by e-mail.

The University may, if necessary, request additional documents necessary for the evaluation of the qualification obtained abroad (e.g. declaration of equivalent value issued by the responsible embassy).

Information in accordance with Art. 13 European Regulation n. 2016/679

1. The purposes of the processing for which the personal data are intended as well as the legal basis for the processing

The personal data (according to the definition given in art. 4 of Regulation Eu 2016/679) provided by you directly to the Data Controller, will be processed in compliance with European Regulation, the respective national legislation, as well as with the obligations of confidentiality. The processing operations will be aimed solely at the proper performance of the University's institutional tasks. The institutional tasks of the University concern didactics and research and are of relevant public interest.

All personal data transmitted to the Free University of Bozen – Bolzano are essential for the correct running of the operations related to the recognition of Austrian qualifications in accordance with art. 17, section 124 of Law no. 127/1997 or of the operations related to the recognition of a foreign qualification.

2. Types of processing, communication and dissemination of data

The processing of the personal data collected may also be carried out using digital means by our employees under the supervision of the person responsible in full compliance with the provisions of the European Regulation – including the right to security and confidentiality – and the internal regulation on privacy issues finalized to fulfil the institutional duties of the University. The personal data can be also processed by subjects entitled by law or secondary legislation. The data could be furthermore transmitted to all the subjects who must/can receive communication about them and to all the subjects who are entitled to access to the data. The data may also be transmitted to another public institution in order to verify the declarations in lieu of certificate (see art. 71 of D.P.R. no. 445/2000).

3. Period of conservation

The personal data will be saved for a timeframe that will not exceed the time required to fulfil the indicated purposes and, in any case, only for the length of time strictly necessary to comply with the duties prescribed by the law: when this timeframe expires the personal data will be destroyed or – in any case – they will be treated according to art. 17 of the European Regulation.

4. Owner of the data processing and Data protection officer

The owner of the data processing is the Free University of Bozen – Bolzano, registered office "Piazza Università 1, Bolzano" in the person of the President and legal representative *pro tempore*.

The Data Protection officer can be contacted under the following e-mail address: privacy@unibz.it.

5. The existence of an automated decision making

You will not be subject to a decision based solely on automated processing, which produces legal effects concerning you or similarly significantly affects you.

6. Rights of the data subject

You have the right to request from the Owner of the data processing access to and rectification or erasure of personal data, to have incomplete personal data completed, the restriction of processing concerning the data subject and to object to processing as well as the right to data portability and the right to lodge a complaint with a supervisory authority (Garante della Privacy <http://www.garanteprivacy.it/>), as well as to exercise the other rights recognized by Applicable Law (Art. 15 ff. GDPR). If you have consented to processing of your personal data, you have the right to withdraw such consent at any time. You can exercise your rights by using one of the following numbers/addresses: Tel. +39 0471 012200; e-mail: privacy@unibz.it.

At the moment the recognition procedure is started, the fees could not be refunded.

I **declare** at my own responsibility and knowing the consequence of the D.P.R. n. 445 of 28.12.2000 that to date I have not applied for or received recognition of the above-mentioned degree from any other Italian university.

This application, printed and signed, must be submitted by e-mail to:

For programmes of the Faculties in Bozen-Bolzano: studentoffice@unibz.it (Student Office, Tel. 0471/012 200)

For programmes of the Faculty in Brixen-Bressanone: studentofficeBX@unibz.it (Student Office, Tel. 0472/012 200)

Bozen-Bolzano, _____
(signature*)

* **If you are a non EU citizen resident abroad**, you must submit this application with its attachments to the foreign Italian Consulate/Embassy in charge.

<p>Reserved to the Student Office RECEIPT</p> <p>Missing documents / Notes:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Submission date, stamp and signature of the person in charge:</p>
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