

Three-year Courses transfer Procedure with validation of the previous Academic Career

Students in possession of an academic diploma or first and second level university qualification or other equivalent qualification, or in possession of credits accrued in previous academic careers and with the requirements for admission to the courses, can apply for enrollment in a three-year course with validation of the previous career academic, resulting in a consequent shortening of the study period.

For more details regarding the admission requirements, you can refer to the Admission and Enrolment Procedures on our website: <https://www.ied.edu/study-in-italy/undergraduate>

1. REQUIREMENTS

To proceed with the transfer request with validation of the previous academic career, Students have to meet the language and academic requirements indicated in the Admission and Enrolment Procedures on our website: <https://www.ied.edu/study-in-italy/undergraduate>

NOTA BENE: For registration purposes to first-level academic diploma courses, previous studies may be recognized and the related formative credits, obtained from institutions or courses officially recognized in the educational system of reference, may be validated.

2. TIMING AND NECESSARY DOCUMENTS FOR THE EVALUATION OF THE PREVIOUS ACADEMIC CAREER

2.1 DEADLINES

The request for transfer with validation of the previous academic career shall be submitted within and no later than September 15 of the matriculation year.

The Academic Council reserves the right not to accept any requests submitted at a later stage.

NOTA BENE: following the enrolment confirmation, it will NOT be possible to submit the request for the validation of the previous academic career.

2.2 NECESSARY DOCUMENTS

To proceed with the transfer request, along with the documents indicated in the Admission and Enrolment Procedures, the following ones will be necessary:

- Curriculum Vitae.
- Motivational Letter.
- Portfolio.
- In case of Italian title, Self-Declaration or Official certification issued by the Institution of origin indicating all the passed exams with the relevant marks and credits earned.
- In case of foreign title, Official certification issued by the Institution of origin indicating all the passed exams with relevant marks and credits earned.
- In case of Italian title, Self-Declaration (Attachment A) or Official certification of the qualification obtained, (if awarded) with an indication of all the passed exams with relevant marks and credits earned*.
- In case of foreign title, Official certification of the qualification obtained, (if awarded) with an indication of all the passed exams with relevant marks and credits earned*.
- In case of Italian title, Self-Declaration (Attachment B) or Official certification from the Institution of origin, stating the interruption of previous studies (either leave sheet or withdrawal from studies or academic qualification), if already available**.

- In case of foreign title, Official certification from the Institution of origin, stating the interruption of previous studies (either leave sheet or withdrawal from studies or academic qualification), if already available**.
- Grading System.
- Credit System.
- Didactic programs of each discipline examined and passed with a detailed description of the Study Plan contents.
- Proof of payment of the fee for the evaluation of the previous academic career (Euro 150,00 + revenue stamp)***.

* Students who have not graduated yet in this stage will have to submit the official certification of the qualification obtained for the matriculation. For more details, you can refer to the Admission and Enrolment Procedures on our website: <https://www.ied.edu/study-in-italy/undergraduate>

** Students who have not submitted the Sels-Declaration or Official certification from the institution of origin, stating the interruption of previous studies in this stage, will have to submit it for the matriculation. For more details, you can refer to the Admission and Enrolment Procedures on our website: <https://www.ied.edu/study-in-italy/undergraduate>

*** Students coming from other Italian IED schools are not requested to pay the fee for the evaluation of their previous academic career.

2.3 MODALITIES AND EVALUATION TIMING

The evaluation of the previous academic career will be carried out by the academic representatives of the relevant IED school within and no later than 15 days after the reception of the transfer request COMPLETE with all the necessary documents.

3. STEPS OF THE EVALUATION OF THE PREVIOUS ACADEMIC CAREER

3.1. SUBMISSION OF THE NECESSARY DOCUMENTS

Students provide the Admission Advisor with all the necessary documents for the evaluation of the transfer request with validation of the previous academic career.

3.2. EVALUATION OF ACADEMIC QUALIFICATIONS

IED will carefully evaluate the academic documents uploaded by Students when they apply to determine their eligibility for admission. In its procedures for the evaluation of foreign qualifications, IED applies an evaluation methodology in line with the criteria established by the Lisbon Recognition Convention and in line with the practices shared at international level by the members of the ENIC and NARIC networks. The main principles applied by IED in the assessment mirror the guidelines detailed by the Italian Information Centre on Academic Mobility and Equivalence - CIMEA on the webpage [webpage web cimea.it](http://webpage.cimea.it)

3.3. EVALUATION OF THE PREVIOUS ACADEMIC CAREER

Following the evaluation of academic qualifications, the relevant didactic office of the IED campus makes an assessment of the academic career and, after having heard from the Academic Council, validates the credits compatible with the Syllabus of the chosen course in IED.

In case of positive assessment, a Certificate with the list of all the formative components and the relevant credits earned will be issued and submitted to the Student.

The validated formative components will be recorded through the attribution of a mark or an appropriate assessment, establishing the date of registration to the course as the date of the exam.

3.4. EVALUATION OUTCOME

The Academic Coordinator of the relevant IED School will inform the Admission Advisor about the evaluation outcome.

The Admission Advisor will notify the Students and, in case of validation of the previous academic career, will also provide the Certificate listing all the formative components and the relevant credits earned and indicating the year for which the admission has been granted (first or subsequent year).

3.5. FINALIZATION OF THE EVALUTATION PROCESS FOR THE EVALUATION OF THE PREVIOUS ACADEMIC CAREER

Students will be admitted to the chosen course taking into account the formative components and the credits which have been validated. In order to finalize the enrolment, Students will have to pay for the annual enrolment fee, any Regional tax for the Right to Higher Education and the tuition fee calculated according to the following parameters:

- From 1 to 15 formative credits acquired: 12% reduction in the tuition fee.
- From 16 to 30 formative credits acquired: 25% reduction in the tuition fee.
- Over 30 formative credits acquired: 40% reduction in the tuition fee.

NOTA BENE:

- In the event that Students, having received a positive assessment by the Academic Council, decide to proceed with enrolment, the cost of the evaluation fee will be considered as included and adjusted in the enrolment fee.
- The relevant fee is the one indicated yearly in the pricelist available on the IED website
- In case Students decide not to proceed with the enrolment, the cost of the evaluation fee will be withheld by IED and will not be refunded.

4. VISA AND PERMIT OF STAY

Extra-European visa-seeking Students will have to apply for a visa as indicated in the Procedures for Entry, Residency and Enrolment of International Students and the respective recognition of qualifications for higher education courses in Italy: <https://www.studiare-in-italia.it/studentistranieri/>.

In cases in which foreign Students already enrolled at an Italian University/Afam Institution have abandoned their studies and request a new enrolment at the same or a different University, they cannot use the specific student residency permit which was granted for the first enrolment. The decision to interrupt studies results in a shortcoming of the requisites stipulated for the stay in the national territory and, consequently, in the withdrawal of the authorising permit and the obligation to leave the National Territory (ref. Article 5 of Legislative Decree no. 286 of 25 July 1998). Students will therefore be required to apply for a new visa in their Country of origin. For more information and details, you can refer to the Procedures for Entry, Residency and Enrolment of International Students and the respective recognition of qualifications for higher education courses in Italy: <https://www.studiare-in-italia.it/studentistranieri/>

4.1 ACCESS TO PRIVATE IED DIPLOMA COURSES FROM OTHER UNIVERSITY/AFAM INSTITUTIONS IN ITALY

The opportunity to transfer to a study course different from that for which the visa was issued is allowed only for university courses, with the exclusion therefore of transfers to private courses, the relative applied rules have been outlined in Interior Ministry circular n. 400/C/2008/899/P/12.214.27BI dated 21 February 2008. Students will thus not be able to renew the Permit of Stay tied to the visa obtained to study in the previous University/Afam Institution in Italy. In order to access the Private IED Diploma courses, Extra-European visa-seeking Students coming from other Universities/Afam Institutions in Italy shall therefore apply for a new visa in their country of origin. For more information and details, you can refer to the Procedures for Entry, Residency and Enrolment of International Students and the respective recognition of qualifications for higher education courses in Italy: <https://www.studiare-in-italia.it/studentistranieri/>

STUDENT TRANSFER TO OTHER UNIVERSITIES/AFAM INSTITUTIONS

IED Students can request the transfer to other Universities/AFAM Institutions to the Student Office of each IED School.

Students, who are in compliance with his/her administrative status, can transfer to another University/AFAM Institution by submitting an application to the school management by 31st December of every academic year.

A Student's academic career with IED ceases with effect from the date of acceptance of the application for transfer to a different University/AFAM Institution.

For more information, you can refer to the Academic Regulations governing three-year courses.

ATTACHMENT A
DICHIARAZIONE SOSTITUTIVA DI CERTIFICAZIONE DI TITOLO DI STUDIO
(ART. 46, D.P.R. 28.12.2000 N. 445)

Il sottoscritto ai sensi dell'art. 46 (*Dichiarazioni sostitutive di certificazioni*) del D.P.R. 28 dicembre 2000, n.445 e consapevole che, ai sensi dell'art. 76 (**Norme Penali**) dello stesso D.P.R. 445/2000 "chiunque rilascia dichiarazioni mendaci, forma atti falsi o ne fa uso nei casi previsti dal presente testo unico è punito dal **codice penale** e dalle leggi speciali in materia" ed incorre, altresì, nella decadenza dai benefici eventualmente conseguenti al provvedimento/ decisione assunti sulla base di dichiarazione non veritiera di cui all' art. 75 (**Decadenza dai benefici**).

Nome Cognome

Nato/a a in data

Residente a (*comune*)

Anno del Corso di Prov. (.....) Cap

Indirizzo Stato

DICHIARA, sotto la propria responsabilità

Di aver conseguito il seguente Diploma di Superamento dell'Esame di Stato Conclusivo di Scuola Secondaria di II Grado / titolo accademico:

(*indicare nome completo del titolo*)

presso l'Istituto/Accademia/Università

della città di Prov. (.....) Stato

in data con il seguente punteggio /

Ai sensi del D.Lgs. n. 196 del 30 giugno 2003 e del Regolamento Europeo 2016/679 ("GDPR") e successive modifiche ed integrazioni, si autorizza il trattamento dei dati contenuti nella presente dichiarazione limitatamente alle finalità per cui la stessa è rilasciata.

Luogo e Data

Firma del dichiarante*
(*Nome Cognome*)

AUTORIZZA

Espressamente sin d'ora IED Istituto Europeo di Design S.p.A. - Società Benefit, con sede legale in via Bezzacca 5, Milano, P. IVA 06525850969, anche ai sensi e per gli effetti dell'art. 71, comma 4, D.P.R. 445/2000, a richiedere ed ottenere conferma scritta, anche attraverso l'uso di strumenti informatici o telematici, presso l'istituto e/o l'amministrazione competente per il rilascio della relativa certificazione della corrispondenza di quanto dichiarato con le risultanze dei dati da tale istituto custoditi.

Luogo e Data

Firma del dichiarante*
(*Nome Cognome*)

*è **necessario** allegare alla presente dichiarazione copia del **documento di identità del dichiarante** in corso di validità.

ATTACHMENT B
SUBSTITUTE DECLARATION OF CERTIFICATION
(ART. 46 OF PRESIDENTIAL DECREE 28.12.2000 N. 445)

The undersigned, pursuant to Article 46 (*Substitute Declaration of Certification*) of Presidential Decree 28 December 2000, n. 445 and aware that, pursuant to Article 76 (**Penal Laws**) of the same Presidential Decree 445/2000 “Anyone who makes false statements, issues false documents or uses them in the cases referred to in this text is punishable according to the **Penal Code** and special laws” and incurs, furthermore, in loss of benefits that may have been achieved as a consequence of a provision/decision undertaken on the basis of an untrue declaration, in accordance to Article 75 (**Loss of Benefits**)

Name Surname

Born in

Resident in (city) Prov. (.....) Zip Code

Address Country

DECLARES

- **To be no longer enrolled in the current academic year in any Higher Education Institution / University / Academy other than IED.**
- **To have been previously enrolled to:**

Study programme in

at the University/Academy

City Prov. (.....) Country

FURTHER DECLARES THE FOLLOWING: (tick compulsorily one of the following options)

- to have submitted a transfer request to the above-mentioned Institution on
A.A. /
- to have withdrawn or forfeited from the above-mentioned Institution
on A.A. /
- to have graduated at the above-mentioned Institution on A.A. /

AUTHORIZES

Since now and expressly, IED Istituto Europeo di Design S.p.A., with registered office in via Bezzacca 5, Milan, VAT number 06525850969, also pursuant to and for the purposes of art. 71, paragraph 4, Presidential Decree 445/2000, to request and obtain written confirmation, also through the use of IT or telematic tools, from the institution and/or the administration body competent for the relative certification issuing of correspondence of what has been declared and data stored/guarded by such institution/administration.

Attachments (by way of example: Copy of the request of transfer/withdrawal in paper or digital format; receipt of withdrawal submission, transcripts reporting the academic dismissal issued by the registrar’s office or the digital university system; copy of the private student profile on the university portal including the registration status in the current a.y.; email addressed to the University requesting the transfer/withdrawal)

Date

Signature of the declarant* (Name and Surname)

* A copy of the **declarant’s valid identity document must be attached** to the present declaration.