



**UNIVERSITÀ  
DI SIENA  
1240**

## **Guidelines for simultaneous enrollment in two university programs**

**(pursuant to Ministerial Decree No. 930 of July 29, 2022)**

### **ARTICLE 1 Scope of Application**

1. Starting from the academic year 2022/23, it is possible to enroll simultaneously in up to two study programs, even at multiple universities, schools, or institutions with a special academic structure of the same university or of different universities or institutions of Higher Artistic and Musical Education, including foreign ones. The aim is to promote interdisciplinary training.
2. It is possible, in compliance with the conditions set out in the following article 2, to be simultaneously enrolled at Italian institutions or at both Italian and foreign institutions in the following programs:

	L/DA1	LM/DA2	LA/DA Single Cycle	Specialization School	Medical Specialization School	Master	PhD	Initial Training Enabling Path
L/DA1	Yes	Yes	Yes	Yes	NO	Yes	Yes	Yes if not mandatory attendance
LM/DA2	Yes	Yes	Yes	Yes	NO	Yes	Yes	YES, if not mandatory attendance
LM/DA Single Cycle	Yes	Yes	Yes	Yes	NO	Yes	Yes	YES, if 180 CFU have already been obtained
Specialization School	Yes	Yes	Yes	Not regulated	Not regulated	Yes	Yes	Yes, if not mandatory attendance
Medical Specialization School	NO	NO	No	Not regulated	Not regulated	Yes	Yes, subject to art. 7 of DM 226/2021	Not regulated
Master	Yes	Yes	Yes	Yes	Yes	Yes, as long as they differ according to current	Yes	YES, if not mandatory attendance



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<b>PhD</b>	Yes	Yes	Yes	Yes	Yes, subject to art. 7 of DM 226/2021	Yes	Not regulated	YES, if not mandatory attendance
<b>Initial Training Enabling Path</b>	YES, if not mandatory attendance	YES, if not mandatory attendance	YES, if not mandatory attendance	YES, if not mandatory attendance	Not regulated	YES, if not mandatory attendance	YES, if not mandatory attendance	No

## **ARTICLE 2**

### **Conditions for Simultaneous Enrollment**

1. To enroll simultaneously in two courses at the University of Siena or in one course at the University of Siena and one at another university or special-order schools or institutions, the following conditions must be met:
  - Possess the academic qualifications required by national regulations and university rules;
  - Pass the knowledge assessment (for undergraduate courses), meet the curricular requirements, and demonstrate the adequacy of personal preparation (for master's degree courses);
  - Be in good standing with enrollment and student fees for the current academic year for both study programs;
  - The two programs must belong to different degree classes or master's degree classes;
  - The educational activities of the two programs must differ by at least two-thirds;
  - The two programs cannot both require mandatory attendance. Only one of them can have an attendance requirement. This provision does not apply if mandatory attendance is limited to laboratory and internship activities;
  - In the case of enrollment in two programs with a locally limited number of spots, the student must be in a favorable position in the rankings for both programs.

In the case where the first enrollment is for a master's degree, a PhD, a medical or non-medical specialization school, or generally a program with mandatory attendance (such as Bachelor's, Master's, Single Cycle Master's, an AFAM course, or any other type), prior approval must be obtained from the collegiate body of the second program. Enrollment is also subject to passing any potential selection process.



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**SIMULTANEOUS ENROLLMENT IS NOT ALLOWED:**

- If a suspension from renewing the first program's enrollment has been requested;
- In two programs with a nationally regulated admission quota;
- In two undergraduate or master's degree programs belonging to the same class, or in the same master's program, even at two different universities, schools, or special-order institutions;
- In a program with mandatory attendance and in initial teacher training programs (60 CFU).

### **ARTICLE 3**

#### **How to Apply for Simultaneous Enrollment in Two Programs**

##### **For those who are students of the University of Siena:**

1. Within the deadlines set annually by the Study Manifesto, the student who intends to enroll in a second program at the University must submit a request to the student office corresponding to the second program, stating that they meet the requirements for simultaneous enrollment. The application form is published on the following webpage of the university's website: <https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/contemporanea-iscrizione>
2. The enrollment is accepted provisionally until the actual possession of the required qualifications is verified by the competent Teaching Committee and, for international students, until the legal requirements for access are met.
3. Requests and communications for simultaneous enrollment must be sent via email through the institutional email account. If the institutional email account is not used, a copy of a valid ID document must be attached to the request.

##### **For those who are NOT students of the University of Siena:**

1. Within the deadlines set annually by the Study Manifesto, the student enrolled in another Italian or foreign university who intends to enroll in a second program at the University



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of Siena must submit a request to the student office corresponding to the second program, stating that they meet the requirements for simultaneous enrollment. The application form is published on the following webpage of the university's website: <https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/contemporanea-iscrizione>

2. The student must provide, attached to the aforementioned request, the study plan and the syllabi of the courses from the program they are already enrolled in at another Italian or foreign university.
3. The enrollment is accepted provisionally until the actual possession of the required qualifications is verified by the competent Teaching Committee and, for international students, until the legal requirements for access are met.

#### **ARTICLE 4**

##### **Competencies of the Teaching Committee**

1. The Teaching Committee of the second program evaluates the educational objectives and specific content of each training activity/course of the two study programs and checks the two-thirds differentiation based on the total CFU required for the award of the degree.
2. The calculation is made based on the objective characteristics of the study program, referring to the planned educational offerings, particularly the SSD/SAD\* assigned to the core, related, or supplementary activities and their respective CFU/CFA\*\*<sup>1</sup>
3. The competent Teaching Committee refers to the sum of the absolute values of the differences in CFU/CFA for each disciplinary sector. Where necessary, the competent educational structure is responsible for identifying the mandatory SSD/SAD to be used for the calculation. In cases where the differentiation needs to be calculated between study

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\*Scientific-disciplinary sectors (SSD) for university institutions, and artistic-disciplinary sectors (SAD) for institutions of Higher Artistic, Musical, and Dance Education (AFAM).

<sup>1</sup>\*\*University educational credits (CFU) for university institutions, and academic educational credits (CFA) for institutions of Higher Artistic, Musical, and Dance Education (AFAM).

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programs of different durations, the two-thirds calculation should refer to the program with the shorter duration.

## **ARTICLE 5**

### **Recognition of Training Activities**

1. The student may request the recognition of training activities completed in one of the two study programs for the purposes of the other program's academic career, within the annual quantitative limit established by the University's educational regulations.
2. In the case of training activities transferred between two different study programs, recognition is granted automatically, in exception to the aforementioned annual quantitative limit, by the competent Teaching Committee.
3. For certain activities, the recognition may be partial, and in such cases, additional activities must be specified to allow for full recognition.
4. The refusal to recognize credits must be adequately justified.

## **ARTICLE 6**

### **Benefits for the Right to Education**

1. For undergraduate and master's degree courses, PhDs, and specialization schools, benefits related to the right to education are provided for only one enrollment. Therefore, the program for which the benefit is requested must be specified in the application form referred to in Article 3.
2. For the purpose of receiving benefits for the right to education, a student already enrolled in a program in years subsequent to the first cannot designate the second enrollment.
3. Full or partial exemption from student fees applies to both enrollments, provided that the requirements established by the "Regulation for the determination and payment methods of fees and contributions due for enrollment in courses at the University of Siena" are met.
4. For the purpose of increasing the amount of the scholarship for the right to education, the student must maintain the merit requirements for both study programs in which they



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are enrolled, as specified by the Ministerial Decree No. 1320 of December 17, 2021, of the Ministry of University and Research.

5. For those enrolling in two courses at Tuscan universities, the regional fee for the right to education is due only once.