



DEGREE PROGRAMME TRANSFER WITHIN THE UNIVERSITY AND CHANGE TO THE NEW SYSTEM OF THE SAME DEGREE PROGRAMME

DEGREE PROGRAMME TRANSFER refers to the possibility for a student enrolled in a degree programme at the University of Modena and Reggio Emilia to transfer to another degree programme at the University.

CHANGE TO THE NEW SYSTEM means the possibility for a student to continue his or her career or to switch to the new system of the same degree programme.

"System" is the set of rules governing a degree programme (e.g. the plan of teaching activities, the relevant scientific disciplinary sectors, the number of ECTS credits).

If the degree programme to which you wish to transfer is **regulated by a call for applications**, you must first register for the selection, take the relevant admission test or the test of adequate academic background, following the instructions in the call for applications. If, after the publication of the ranking list, you rank in a suitable position, within the deadlines established by the call, you must send the [degree programme/system transfer application](#) to the Registrar's Office of the degree programme in which you are enrolled and the [declaration of delivery of the degree programme transfer](#) to the Registrar's Office of the new degree programme.

If the degree programme you wish to transfer to is **open access**, simply submit the [transfer application](#) to the Registrar's Office of your degree programme. You may have to take the academic background assessment test (Additional Learning Requirements) again in case of admission to the first year. For more information, please contact the Teaching Coordinator of the target degree programme.

For **degree programme transfers to years subsequent to the first year** on to degree programmes with **limited** or **open access**, it is advisable to contact the Teaching Coordinator and the Registrar's Office of the degree programme chosen and, in the case of degree programmes with **limited access**, to consult the call for applications.

Please note that in order to make the transfer, you must also be compliant with the payment of the first instalment for the academic year in which you are requesting the transfer.

WHEN

The call for applications sets the deadlines and procedures for transferring to the new degree programme, so it is compulsory to apply within the deadlines indicated in the calls for applications.

For degree programmes not regulated by a call for applications, the "[Degree Programme Regulations](#)" indicate the deadlines that must be strictly observed.

HOW TO SUBMIT A DEGREE PROGRAMME TRANSFER APPLICATION

The procedure is as follows:

- **Fill in the form "[Passaggio di corso di studi o di ordinamento](#)"** (Degree programme or system transfer) in every part, sign it and affix a €16 duty stamp. You must self-certify all passed examinations on the form; alternatively, you may attach a self-certification of enrolment with passed examinations, which you can print

out by logging in with your credentials at www.esse3.unimore.it under “certificati” (certificates).

- Go to www.esse3.unimore.it, log in with your credentials and under “tasse” (fees) **check whether you are compliant with all payments, including the first instalment** for the new academic year.
- **Send** the form with the applied duty stamp to your Registrar’s Office **via your institutional e-mail address**.

AFTER SUBMITTING THE APPLICATION

The Registrar’s Office, once it has received the degree programme transfer application, will check the entire career and forward it to the Registrar’s Office of the destination degree programme. The latter will send the documentation received to the Degree Programme Board/Department Council, which will decide on the recognition of the examinations taken and determine the year of admission.

The resolution of the Department Council/Degree Programme Board is normally published on the Department website or on "[Moodle](#)" which can be accessed with the University's credentials.