



Student Regulation (promulgated with Rector's decree no. 10813/20 of 22/04/2020)

Appendix 3 - Part-time enrolment

1. Part-time enrolment requirements

The University of Milan wishes to provide students enrolled in Bachelor's degree programmes, single-cycle Master's degree programmes, and Master's degree programmes who are unable to attend courses, and take exams, on a regular schedule, pursuant to the timetable ordinarily contemplated for their study programme, an option to create a customised path for their studies. Consequently, the student will have the option to stretch out their time at the university without any additional costs for pursuing their degree: they will simply pay the tuition and fees contemplated for those graduating on a standard path.

The timeframe to pursue a degree for students requesting the part-time option may not exceed twice the normal timeframe for the study programme in which they are enrolling.

The student will be deemed "on track" throughout their part-time programme. Below are the terms and conditions for the part-time enrolment option.

2. Academic programme duration

The timeframe to pursue a degree for students electing part-time status cannot exceed twice the normal timeframe for the study programme in which they are enrolling, and must fall within the following timeframes depending on the degree path chosen:

Bachelor's degree programme (statutory full-time length: three years)

Academic pathway to be completed within (50 % tuition)	6 years for those enrolled in Year I of the programme 5 years for those enrolled in Year II of the programme 4 years for those enrolled in Year III of the programme 3 years for enrolled students who are "off track"
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Academic pathway to be completed within (75 % tuition)	4 years for those enrolled in Year I of the programme 3 years for those enrolled in Year II of the programme 2 years for those enrolled in Year III of the programme 1 year for enrolled students who are "off track"
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Master's degree programme (statutory full-time length: two years)

Academic pathway to be completed within (50 % tuition)	4 years for those enrolled in Year I of the programme 3 years for those enrolled in Year II of the programme 2 years for enrolled students who are "off track"
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Academic pathway to be completed within (75 % tuition)	3 years for those enrolled in Year I of the programme 2 years for those enrolled in Year II of the programme 1 year for enrolled students who are "off track"
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Single-cycle Master's degree programme (statutory full-time length: five years)

Academic pathway to be completed within (75 % tuition)	7 years for those enrolled in Year I of the programme 6 years for those enrolled in Year II of the programme 5 years for those enrolled in Year III of the programme 4 years for those enrolled in Year IV of the programme 3 years for those enrolled in Year V of the programme 2 years for enrolled students who are "off track"
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Single-cycle Master's degree programmes in Medicine, Dental Medicine, and Veterinary Medicine (first two years)

Academic pathway to be completed within
(75 % tuition)

4 years for those enrolled in Year I of the programme

The study programmes may establish a part-time academic pathway by generating a specific study plan, which is detailed in terms of the distribution of coursework for each period of study. Insofar as possible, the study programmes will attempt to provide specific educational offerings, tutoring, and support on a tailored schedule or customised procedure, along with other initiatives, including by integrating IT technology and distance learning.

For single-cycle Master's degree programmes in Medicine, Dental Medicine, and Veterinary Medicine, part-time enrolment is only permitted during the first two years, for those enrolled in the first year of the programme.

For those degree programmes which serve to license students to practice in the healthcare professions, part-time enrolment is only permitted when the Academic Boards for the same have approved the option.

Students who are enrolled on an “off-track” status, in order to avail themselves of the part-time option, are administratively enrolled in the last year of the programme contemplated under their programme's academic regulations, regardless of any prior credit earned, and irrespective of the “off-track” year in which they are presently enrolled. Students enrolled in programmes which are no longer available cannot opt into a part-time enrolment because they do not have the ability to enrol into the last year of that study programme.

For students enrolled in years other than the first year, part-time applications will be assessed based on the viability of such enrolment option, and the number of credits already earned.

The Academic Boards may establish a part-time track by generating specific study plans.

3. Submitting a part-time enrolment application

Interested students must apply for part-time status by the deadlines established each year by the Student Registrar and “Right to an Education” Division.

The student's “part-time” status will enter into effect the year their application is granted, and cannot be modified during the year.

For students enrolled in years other than the first year, part-time applications will be assessed by evaluating whether such enrolment is feasible given programme years available for that particular degree and the regulations under which the student enrolled.

Students may maintain their part-time status when transferring into another study programme if feasible under their new degree programme.

Part-time enrolment will carry over into subsequent years absent any written withdrawal by the student, notice of which must be sent by the renewal deadline for the following academic year.

Students with a “right to an education” scholarship will not be permitted to enrol on a part-time basis.

Following any discontinuance or leave of absence, students must submit a written request in order to be enrolled part time, subject to viability.

4. Opting out of part-time status, or status change

Students must return to full-time status when they wish to complete their academic pathway and earn their degree sooner than anticipated under the part-time plan. Should the student graduate early, the adjustment shall apply to all years to which part-time enrolment status applied.



Students must likewise return to full-time status in any other situations, such as withdrawal from the university, or transfer, that lead to early termination of their academic career with respect to the part-time option the student previously elected.

The move from full-time to part time, as well as any status change, may not be requested during the year. The changeover is permitted only once during a student's time at the University, except in special circumstances, and pursuant to a detailed, substantiated request.

Any status change, which must be requested by the deadline for enrolling in the following academic year, may be granted if the student meets the requirements, and to the extent permitted under the given academic path.

5. Tuition rates

Students intending to enrol part time must pay the first tuition instalment in full. The second instalment is calculated as a 50% reduction against the total tuition for enrolment on an academic path that will be twice the standard length, and a 25% reduction for any extension shorter as set out under point 2.

With respect to the additional fees contemplated for the degree programme in Computer Systems and Networks Security (the online version), students enrolled on a part-time basis would pay the amount contemplated for the first three academic years (whether as a full-time or part-time student). The additional fees for the academic years thereafter for any part-time enrolment year are waived.

The return to full-time status as contemplated under point 4 will be retroactive. Consequently, any tuition not required to be paid under part-time enrolment, bearing in mind the ratio of part-time to full-time enrolment years, will become immediately due and payable.

No tuition or fees paid for any prior academic year will be refunded to the student, should the student move from full-time to part-time enrolment.