

ERASMUS+ PROJECT 2023-1-RS01-KA220-HED-000156660

**EPIR | E-Procedure of Institutional Recognition of
Foreign Higher Education Documents****WORK PACKAGE 2****TASK 2.1. IN-DEPTH ANALYSES OF EXISTING REGULATORY INSTITUTIONAL
FRAMEWORKS, AND EU STANDARDS AND POLICIES****Current legal regulatory framework in Italy**

The evaluation of foreign qualifications presented for enrolment at Italian higher education courses of study is the exclusive jurisdiction of higher education institutions, as established by Art. 2 of Law 148/2002. Documents referring to qualification and/or produced by the diplomatic consular Missions, including the Declaration of Value, are not mandatory and do not affect the evaluation decisions of the individual higher education institutions about admission to the chosen course.

Academic qualifications issued by foreign authorities must be accompanied by the documents indicated by Universities, in respect of the Lisbon Convention. The student is obliged to produce the documentation that the institution deems necessary to evaluate the foreign qualification: translations, legalisations, Diploma Supplements, exam certificates, Italian ENIC-NARIC (CIMEA) centre statements and Declaration of Value produced by diplomatic Missions, or other declarations that might serve to check the elements of the foreign qualification.

International students needing a visa must apply for a prior university pre-enrolment procedure, which precedes the subsequent enrolment phase. To start the University pre-enrolment procedures, students need to access the UNIVERSITALY portal (<https://www.universitaly.it>) and fill in a “pre-enrolment request”. Universities carry out a preliminary assessment of the applications by requesting a copy of the academic qualifications and any other document deemed useful for the purpose of this preliminary assessment (certificates from official foreign authorities, certificates issued by the Italian ENIC-NARIC centre, etc.). The Institutions validate the pre-enrolment application by entering the relevant data on the UNIVERSITALY portal. The subsequent phases will be completed at the relevant diplomatic-consular Missions to obtain a visa.

How the process is organized at Marche Polytechnic University

Marche Polytechnic University has made increasing the recruitment of international students one of its priorities.

In December 2022, the International Relations Office implemented and published for the first time a **pre-evaluation platform** aimed at recruiting international students interested in enrolling in a Bachelor's or a Master's Degree programme.

The procedure consists of the following steps: the student enters his/her personal data into the platform and uploads the documents needed for assessing the possession of the curricular requirements and the adequacy of the personal preparation required for enrollment in the course he/she is interested in:

- 1) Id card or passport;

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- 2) Transcript of records;
- 3) Diploma certificate/University degree (original or provisional);
- 4) Language certificates;
- 5) Reference letter;
- 6) Translation into Italian or English of study title (if owned);
- 7) Declaration of value / CIMEA statements / Declarations from official foreign institutions (if owned);
- 8) Visa/Resident permit (if owned);
- 9) Curriculum vitae;
- 10) Motivation letter.

The referent professor receives a notification about the insertion of a new pre-evaluation application; he/she then evaluates the documents and enters the assessment's result: "admitted", "admitted with reserve" (indicating additional elements are needed to evaluate the application) or "not admitted" (also indicating the reason for the rejection). The student automatically receives an email containing the assessment's outcome and the instructions for the subsequent steps for enrolment.

After receiving a positive pre-acceptance e-mail, international students applying for a visa must complete a **pre-enrolment procedure in the University portal**. To apply, students must upload the following documents scanned in colour or in digital version if digitally issued:

Documentation	Bachelor's degree	Master's degree	Notes
ID picture	✓	✓	
Passport copy	✓	✓	
Original final secondary education diploma (high school), obtained after at least 12 scholastic study years	✓	✓	To be accompanied by a sworn translation into Italian or English
Final bachelor's degree or equivalent foreign qualification released by an accredited higher education institute	—	✓	Qualification must correspond to the EQF level 6 (European Qualification Framework) and allow studies to continue at the next level (EQF level 7) in the Country where the degree was awarded. To be accompanied by a sworn translation into Italian or English.
Transcript of records released by the relevant University or Diploma Supplement	—	✓	Transcript must report taken exams, ECTS credits/hour of attendance and marks. To be accompanied by a sworn translation into Italian or English

Certificate of entrance examination to access university	✓	✓	If provided for in the country where the diploma was awarded (ex: Gao-Kao for China, Vestibular or ENEM in Brazil, YKS in Turkey ...)
“Integrative year” or <i>foundation year</i> for students with qualifications awarded <u>with less than 12 scholastic study years</u>	✓	✓	A certificate of completion and the academic transcript certifying the positive outcome of all examinations in the first/second year (translated into Italian or English) from an accredited University must be uploaded (see Annex 1 of the ministerial circular).
Statement of verification issued by CIMEA or, as alternative, legalization/apostille of your qualification and transcript by the competent authority	✓	✓	At the pre-enrolment stage, the legalization/notarization/apostillation/Statement of Verification is waived if the diploma is accompanied by a QR-code or link to official/governmental database demonstrating the authenticity of the document or in case of specific agreements between Italy and the country in which the diploma has been obtained
Statement of correspondence issued on “ ARDI database ”	✓	✓	To be uploaded if the qualification has been awarded in a country under Lisbon Recognition Convention
Statement of comparability issued by CIMEA , or, <u>alternatively</u> , Declaration of value (DoV) issued by the Italian Diplomatic mission in the Country in charge of the education system where the diploma has been achieved.	✓	✓	To be uploaded if the qualification has been awarded in a country outside Lisbon Recognition Convention
Italian language proficiency certificate, with at least a B2 level according to the CEFR	Courses held in Italian language		Certificate must be issued within institutions belonging to CLIQ system . If the student does not have a language certificate, they must pass the tests organized by our Centre for language support
English language proficiency certificate, with at least a B2 level according to the CEFR	Coursed held in English language		According to language requirements of the course of interest. If the student does not have a language certificate, they must pass the tests organized by our Centre for language support

The International Students Admission Office checks and validates pre-enrolment applications by entering the relevant data into the UNIVERSITALY portal. After their application has been validation, students receive a pre-enrolment summary

through the UNIVERSITALY portal that they need to present to the Italian Embassy or Consulate in their Country to obtain a visa. Visa request must be completed by November 29th, 2024 (deadlines may vary for [limited access courses](#)).

Report prepared by: International Relations Office