

## Academic Year Programme 2022-2023

### INFORMATION FOR ENROLMENT IN LICENTIATE IN

- **Ontologia Trinitaria (L-OT)**  
Specialization in Filosofia  
Specialization in Teologia
- **Economics and Management (L-EM)**  
Specialization Management for a Civil and Sustainable Economy
- **Scienze Politiche (L-SP)**  
Specialization in International Politics and Law
- **Cultura dell'Unità (L-CU)**  
Specialization in Pedagogia del Dialogo  
Specialization in Comunicazione Pace e Dialogo

#### *Admission Requirements*

The following is required of students registering as full time students on the Licentiate programme:

**1. A first level university degree** achieved following three years of university studies and equivalent to at least 180 ECTS credits. The first level degree must be in an area related to the licentiate course in which the candidate wishes to apply.

*P.S: If the student asks to enroll in Licentiate in **Economics and Management, Scienze Politiche or Ontologia Trinitaria** and does not hold a 1st academic degree in related disciplines, his application will be evaluated by the Admission Committee that will accept his / her Enrollment in the first year of the Licentiate in Culture of the Unity and may indicate some additional courses and credits to be obtained by May 31 of the first academic year. Once these credits have been obtained, the Commission will evaluate the supplementary certification to authorize the revision of the Study Plan and the transition to the Licentiate in **Economics and Management, Scienze Politiche or Ontologia Trinitaria** by June 30 of the 1st academic year.*

**2. An adequate knowledge of the Italian language, (level B1) for L-OT, L-EM**

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sufficient to understand the lessons and take exams, equal at least to the level of B1 in the classification for European languages used by the European Council, to be verified either by a certificate obtained before arrival, or by a test upon arrival at the Institute.

**3. An adequate knowledge of the English language**, (level B1) for L-EM and L-SP sufficient to understand the lessons and take exams, equal at least to the level of B1 (English) in the classification for European languages used by the European Council, to be verified either by a certificate obtained before arrival, or by a test upon arrival at the Institute. Moreover, it is required at least a level A2 (Italian), as the official language of the Institute, to be able to participate in extra-curricular activities.

## Enrolment Procedure

**The enrolment procedure for the Licentiate is as follows:**

1) Those who wish to enrol as regular students, must take into account that only complete application forms will be considered, and will have to **be sent to the Enrolment Office of the Academic Secretariat via mail ([iscrizioni.ius@sophiauniversity.org](mailto:iscrizioni.ius@sophiauniversity.org)), by May 31, 2022 (extensions may be granted):**

- **Application for admission**
- **Copy of an ID document** (for EU or Schengen countries)
- **Copy of Passport** (for students coming from non-EU or non-Schengen countries)
- **Copy of the degree obtained (first level)** or a certificate attesting to the achievement of the degree itself (P.S.: the original or the authenticated copy of the document will have to be submitted to the Academic Secretariat upon enrolment);
- **Academic transcript** containing at least the declaration of the **number of academic years and the courses attended**, and if available, the credits (or hours of lessons) and the grades/marks achieved in the exams (P.S: please submit the original or the authenticated copy of the document to the Academic Secretariat upon enrolment);
- **Certificate** (issued by public institutions or certified private entities) attesting to the level of knowledge of the Italian language.

**The same documentation is required** from those who wish to enrol as a guest student, with a brief description of the motivations, and the educational or academic objective he/she wishes to pursue.

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- 2) The Academic Secretariat, having verified the presence of all the documents and requirements needed, will forward the dossier to the *Commission for the Evaluation of the Curricula*. The student will be called for an interview (personally or via skype) to verify whether the student has understood the educational and didactic project of the Institute and its concrete implications and to clarify any doubt regarding the documentation presented.
- 3) The student will be informed about the evaluation of the Commission, and if positive, he/she will receive through the *Academic Secretariat*, a letter of **Authorisation** to enrol. The Authorisation will be attached with the form “**Acceptance of the educational project.**”
- 4) **By June 30, 2022 the student will have to confirm** the enrolment by sending via e-mail to: [iscrizioni.ius@sophiauniversity.org](mailto:iscrizioni.ius@sophiauniversity.org), the form “**Acceptance of the educational project**” with his/her signature.
- 5) Those who wish to attend the preparatory courses must arrive at the Institute from **August 31, 2022**.
- 6) The students in general will have to be in the Institute to conclude the enrolment by **September 21, 2022**.

## Formalisation of Enrolment

The enrolment will be formalised at the Academic Secretariat Office of the Institute, **from 01 to 21 September 2022**, by submitting the following:

- 1) **Matriculation Sheet and Course Syllabus** (on the form provided by the Didactic Secretariat);
- 2) **Declaration of Acceptance of the educational project**, the Authorisation to the processing of personal data, and the possible simultaneous **Enrolment** in other universities (on the form provided by the Didactic Secretariat);
- 3) **Authorisation for enrolment**;
- 4) **Copy of passport** (or another identity document for students coming from EU or Schengen countries);
- 5) **Original or authenticated copy of the university degree** of the first or second level containing the declaration of the academic years attended and, if existing, the credits (or lesson hours) and the grades/marks obtained in each subject completed; **for the non-Italian Students: the aforesaid degrees must be authenticated and show the declaration of validity issued by the Italian diplomatic authorities in the country of origin** and, in case of non-western languages, translation of these documents into the Italian language;

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6) **“Student Visas”** issued by the Italian diplomatic or consular authorities in the country of origin (we underline that this type of student visa for students coming from non-EU countries must absolutely be obtained before entering Italy, **since there is no possibility to change a tourist visa into a student visa**);

7) **Original or copy** of the pre-enrolment Certificate **with the original stamp** of the Italian diplomatic or consular authority in the country of origin (for students coming from non EU countries);

8) **3 photos** ID card format;

9) **Receipt of the payment of the first instalment** of the academic fees (\*).

(\*) **N.B.:** the payment receipt of the second instalment of academic fees must be submitted to the Academic Secretariat January 31, 2023.

## **Licentiate fees and board and lodging costs**

**Licentiate fees:** € 3,600 yearly in two instalments of €1,800 each to be paid at the start of the semesters (first instalment by September 15, 2022; second instalment by January 15, 2023)

**Annual Diploma fee:** € 3,600 yearly in two instalments of € 1,800 each to be paid at the start of the semesters (first instalment by September 15, 2022; second instalment by January 15, 2023)

**Accommodations at the University:** € 230 monthly (bed space for shared rooms); € 260 (for single rooms. **NB:** there is a limited number of single rooms).

**Board and personal expenses:** charged to each student (e.g. various personal expenses; transport; didactic material: books, photocopies, office material, handouts; stay permit tax, health insurance etc.). These are estimated to be at least € 200 monthly.

### **Payment to be done:**

- Directly at the Institute;

Or Via bank transfer to the account:

- **Istituto Universitario Sophia**
- **Banca: Banca Intesa San Paolo – Firenze**
- **IBAN: IT 91 Q 03069 09606 100000161651**
- **CODICE UNIVOCO (SWIFT): W7YVJK9**

Specifying your name and reason for the transfer (enrolment fee and/or accommodations).

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