

TRANSFER PROCEDURE to IED Undergraduate Programs in Italy

A. TRANSFER TO IED ACADEMIC DIPLOMA PROGRAMS (BA) from other Academies/Universities or other IED seat
(only from accredited courses).

B. TRANSFER TO IED DIPLOMA PROGRAMS (IED) from other Academies/Universities/Institutions (non accredited) or other IED seat.

C. TRANSFER TO DIPLOMA BACHELOR OF ARTS WITH HONOURS (BAH) from other Academies/Universities or other IED seat
(only from accredited courses).

1. ADMISSION

Applicants to **A. B. or C.** should have the pre-requisites and follow the IED Online Admission Procedures as indicated in IED website www.ied.edu

1.1. PRE-REQUISITES FOR ADMISSION WITH RECOGNITION OF CREDITS

Students may require recognition of credits already acquired from other Universities/Academies/Institutes in Italy or Abroad. There are two kinds of Admission based on the number of credits recognized:

- New Enrollment: 1st year with recognition of credits already acquired.
- Transfer Student: 2nd year with recognition of credits already acquired and possible debts to be recovered.

IED Academic Council will evaluate Prerequisites and the Academic Curriculum of applicants as per Portfolio and Transcripts of results. Applications will be evaluated with indication of number of Credits recognized, number of Academic Debts to be recovered, Year and Semester of Admission.

A. - B. In case of recognition of Credits up to 39 out of 60, students will be admitted to the 1st year. In case of recognition of 40 Credits (and above) out of 60 students will be admitted to the 2nd year with possible debts to be recovered.

C. BAH validated by University of Westminster criterias will be approved yearly and will be communicated to students when evaluating their Academic Curriculum.

Please note:

A. IED does not grant admission to BA Courses to students coming from non-accredited Courses/Institutions. Requests will be evaluated on a case-to-case basis.

C. For requests of admission to BAH Courses, IED Academic Council may recognize at maximum 50% of each year credit amount.

1.2 REQUIRED DOCUMENTS

In addition to documents needed for IED Online Admission process students will have to submit:

- University Transcript with Credits and Grades obtained
(+ Certificate of Transfer if coming from Italian University/Institute)
- Syllabus with detailed description of the Subjects in Italian or English
- Supporting Portfolio of max 8MB;
- Curriculum Vitae
- Proof of payment of 150 euros as Credit Evaluation Fee (Ask Bank Details to your Advisor)

Please note:

IED students requesting admission to another school of the group will not have to pay the Credit Evaluation Fee.

A.1 Access to BA Courses from other Acedemies/Universities in Italy.

Extra documents requested:

- Transfer certificate

Non -EU Students:

- Copy of the Residence permit / Request of renewal of the Residence permit

In the event that non-EU foreign students already enrolled at an Italian University/Academy has made the abandonment of studies and requires a new registration at the same or another University, he/she cannot use the specific residence permit for study released at of the previous registration. The formalization of the abandonment of studies determines the disappearance of the requirements for residence in the territory of the State and, consequently, the revocation of the Residence Permit. The student will therefore have to apply for a new VISA to the Italian Consulate in the country of origin clearly specifying that the application is for a Transfer.

In contrast, in the case where the non-EU foreign students, asks for a Transfer and requires a new registration at the same or another University, may use and renew the residence permit already in its possession without a new VISA:

Residence permits for Study / University are renewed "to students who passed at least one exam in the first year and thereafter at least two" as determined by the University in terms of credits. [...] Residence permits for study purposes are renewable also for the continuation of the course of studies with enrollment in a degree program other than the one for which the foreign student has entered Italy, pursuant to art. 1, paragraph 1, lett. b) D.L.vo August 10, 2007 n. 154. For more information see:
<http://www.studiare-in-italia.it/studentistranieri/1-1.html#uno16>

Please note If a Transfer from a non accredited course/Institution is accepted by IED, the renewal of the residence permit may be approved by the Questura only if there is a strong connection between the first course (which should be successfully completed by the student) and the new one.

A.2 Access to BA courses from other Academies/Universities abroad:

Non-EU Foreign students coming from Academies / Universities abroad must apply for VISA as specified in the Admission Procedure clearly specifying they are applying for a Transfer and submitting Transcripts and Syllabus to the Italian diplomatic authorities, together with the IED certificate attesting to the number of credits recognized and the individual study plan. Please check VISA PDF

B. Access to IED Diploma courses:

Italian students and foreign students (EU and non-EU) enrolled in Academies / Universities are not required to present abandonment of studies / Transfer Certificate issued by University / Academy of origin.

B.1. Access to IED Diploma courses from other Academies/Universities in Italy:

The Transfer to a Course other than the one for which the VISA was originally issued is only possible for University courses. Therefore students applying for a Transfer to a IED Diploma course cannot renew the Residence Permit in their possession. To access IED Diploma course, non-EU foreign students from Academies / Universities in Italy must then apply for a new VISA at the Italian Embassy or Consulate in the country of origin.

C. Access to BA H Courses validated by University of Westminster

Non-EU foreign students who wish to enroll in BAH Courses validated by the University of Westminster must apply for the VISA required for IED Diploma courses and not for the Academic Diploma courses. If coming from other Academies/Universities in Italy, non-EU foreign students should apply for a new VISA.

Please note

All documentation must be produced in English. Applications translated into Italian will not be evaluated.

2. SUGGESTED TIMING

Transfer requests from other Academies / Universities and non accredited Institutions in Italy or Abroad must be received by 1 September of each Academic Year.

Academic Council reserves the right to refuse applications submitted after the 1st of September.

The steps for the evaluation and acceptance of the application are:

Step 1 - Preparation of the dossier and submission to the Academic Coordination Office. All documents, including the Credit Evaluation Fee are required.

Step 2 - Evaluation of Academic Curriculum

IED Schools in cooperation with the Academic Coordination Office, proceed with the comparison of the Study Plans. Once the analysis is finished, the schools draw up a report that will be discussed and approved by the Academic Council not earlier than 20 days after receipt of the transfer application and within the 30th September.

The Academic Council reserves the right to refuse admission to the 2nd year, if the Evaluation of the Academic Curriculum does not fit IED Study Plan. In this case, the student may be admitted to the 1st year with recognition of some credits.

The Academic Coordination Office shall notify the result of the evaluation advisor, who will communicate to the student with the request so that it can finish the process of admission.

Step 3 - Acceptance of the personal Study Plan

Once you have completed the process of Admission your Advisor will give you certificate with exams and Credits recognized. For the admission in the 2nd year, the student must approve an individual study plan. The study plan will contain the credits already acquired and any debts to be recovered.

C. The ultimate approval from Westminster is required, therefore the time of acceptance can be longer.

3. ENROLLMENT/FEES

In the event that the student decides to proceed with Enrollment, the Fee structure of a new Enrollment will be applied:

Enrollment Fee should be paid considering the cost of the Credit Evaluation Fee as included.

A. - B. In case of recognition of Credits up to 39 out of 60, students will be admitted to the 1st year. In case of recognition of 40 Credits and above out of 60 students will be admitted to the 2nd year with possible debts to be recovered.

C. BAH validated by University of Westminster criterias will be approved yearly and will be communicated to students when evaluating their Academic Curriculum.

In the case of Enrollment at 1st year with credit recognition, a discount proportional to the Credits recognized will be applied to the Tuition Fee; in the case of Enrollment at the 2nd year with credits and/or debits the Tuition Fee will be calculated on the Personal Study Plan considering Credits recognized and to be recovered.

Please note:

Students coming from other IED Schools are exempted from the payment of the Credit Evaluation Fee, and from the the Fees for recovering Credits.

4. TRANSFER OF IED STUDENTS TO OTHER ACADEMIES/ UNIVERSITIES/ INSTITUTIONS

IED students may require to be Transferred to other Academies / Universities / Institutes in Italy or Abroad. Student Offices in each IED School will assist students in such an event.

CHECKLIST TRANSFER DOCUMENTS IED Undergraduate Programs in Italy

Minimum documents to access Credit Evaluation Procedure

- Transfer request duly filled (in the pre-enrollment form)
- University Transcript with Credits and Grades obtained
(+ Certificate of Transfer if coming from Italian University/Institute)
- Syllabus with detailed description of the Subjects in Italian or English
- Supporting Portfolio of max 8MB;
- Curriculum Vitae
- Proof of payment of 150 euros as Credit Evaluation Fee (Ask Bank Details to your Advisor)

Extra documents for non European Students coming from other Universities Academies in Italy:

- Copy of the Residence Permit or of the renewal request