



## **Regulations for the Issuance of Parchments for the Academic Qualifications of Bachelor's Degree and Master's Degree**

### **Article 1**

These regulations establish the administrative procedures for the issuance of parchments for the academic qualifications of bachelor's degree and master's degree awarded by Luiss University within the scope of its curricular and statutory autonomy.

The University shall provide for the keeping of the data on academic records in accordance with processes for the digitalization and dematerialization of administrative documentation, including through computerized and electronic media.

The relevant offices shall ensure that the records can be viewed and that timely printouts can be made.

The storage of the aforementioned computerized data shall be carried out in accordance with the applicable laws and regulations on the recording, filing and keeping of documents as well as on the processing of personal data.

### **Article 2**

Luiss University academic qualifications are awarded and delivered by means of a special parchment evidencing the degree concerned.

The parchment shall be signed by the academic authorities provided for by the applicable laws and regulations. When these present regulations enter into force, parchments shall be signed by the Rector, the General Manager and the Dean of the School (Graduate or Undergraduate) in office at the time of issuance. An embossed stamp shall be affixed to each parchment, which may be delivered either at the time of the proclamation ceremonies or afterwards.

### **Article 3**

The processing and printing of bachelor's degree and master's degree parchments shall be done by the University, using templates approved in advance by the University's governing bodies.

Bachelor's degree and master's degree parchments shall be signed by electronically reproducing thereon the duly deposited handwritten signatures of the academic authorities provided for by the applicable laws and regulations, which at the time of the entry into force of these present regulations are the Rector, the General Manager and the Dean of the School (Graduate or Undergraduate).

### **Article 4**

In addition to the graduate's identifying personal data, parchments shall also state in Italian and English the name of the academic program and its degree class as per the relevant ministerial decree.

Parchments shall not state the grade achieved, which in any case shall be set out in the appropriate certificates. Should the academic qualification be awarded with the grade "110 out of 110 cum laude", the words "cum laude" shall be added.

The required stamp duty shall be paid electronically, and parchments shall state so as stipulated in the Inland Revenue Agency authorization.

**Article 5**

In the event of reissue of a parchment due to loss/theft, the relevant office shall issue a duplicate upon request and upon submission of a report filed with the police or carabinieri.

The new parchment shall bear the appropriate annotation “Duplicate”.

In the event that the Rector and/or General Manager are no longer in office at the time of issuance of the duplicate, the parchment shall include both the names of the Rector who awarded the qualification and the General Manager, as well as those in office at the time of issuance of the duplicate.

In the case of subsequent intervening changes in a graduate’s personal data, the latter may request that the changes be reflected in the records of their university studies, by submitting a duly documented and reasoned special application to the relevant office, drawn up in accordance with the applicable rules and regulations. A change in the name of a person as regards academic records shall entail the issuance of a new parchment bearing the new identifying personal data.

The delivery of the parchment with the new amended data, issued in accordance with these regulations, is subject to first returning the previously issued parchment for the purposes of being cancelled.

**Article 6**

Reference is to be made to the University Academic Regulations and the applicable laws and regulations for all matters not expressly provided for in these present regulations.

These present regulations shall enter into force on the date of issuance of the associated rectoral decree and shall be published on the University’s website.