

GUIDELINES FOR THE ISSUE OF CERTIFICATES, SELF-CERTIFICATIONS AND ORIGINAL DOCTORAL DEGREE CERTIFICATES (DEGREE PARCHMENTS)

Approved by the Board of the School of Advanced Studies (SAS)

Minutes no. 1 of 20 January 2021

A. WHEREAS

1. On the basis of art. 15 of Law 183/2011, starting from 1 January 2012, Public Administration Bodies with the exception of the Police Headquarters for the purpose of requesting or renewing the residence permit, for which the certificate of enrolment in a Doctoral Degree Programme is required) and private entities managing public services, can no longer request or accept from private individuals certificates produced by other public offices. In these cases, the user must self-certify the possession of the required requirements. Public Administrations and managers of public services are obliged to accept self-certifications, under penalty of violation of office duties.
2. The University of Camerino therefore issues, on the basis of the aforementioned legislation, certificates that can only be used in relations between private individuals (Article 40, paragraph 1, Presidential Decree No. 445/2000 - Consolidated Law on Administrative Documentation), and does not request or accept from its users certificates issued by Public Administration Bodies and managers of public services.
3. As a consequence of the foregoing points:
 - The University issues certificates on which the sentence provided by the aforementioned current legislation is reported: "This certificate is issued at the request of the interested party and cannot be presented upon request of Public Administration Bodies or private managers of public services";
 - In their relations with the University, doctoral students, employees, and external users must resort to self-certification, i.e. declarations in lieu of certification, and declarations in lieu of affidavit, both exempt from stamp duty (Article 37, paragraph 1, Presidential Decree No. 445/2000).
4. Medical, health, and veterinary certificates, as well as certificates of origin, compliance with EU standards, trademarks, and patents, and the Certificate of Labour Law Compliance (DURC) cannot be substituted with self-certification.
5. The office of the School of Advanced Studies carries out checks on the truthfulness of the data self-certified by users. In this regard, please note that there are criminal consequences, referred to in art. 76 of Presidential Decree No. 445/2000, against anyone who issues false declarations or documents.

B. CERTIFICATES

On the basis of the current legislation referred to in the Whereas clauses, each certificate issued by the University of Camerino to be presented abroad or to a private individual, must bear the following wording: "This certificate is issued at the request of the interested party and cannot be presented upon request of Public Administration Bodies or private managers of public services".

The certificates:

- May be used to certify one's position towards Italian private entities, foreign public and private entities, Italian Embassies and Consulates abroad;
- Must be used to certify one's position towards the Police Headquarters for the purpose of applying for or renewing the residence permit.

Certificates to be presented to the Prefecture for the legalisation of the PhD degree must bear the deposited signature.

All certificates must be affixed with appropriate stamp duty, except for those produced in the following ways:

- Request for a visa at Italian diplomatic offices;
- Request for the issuance or renewal of the residence permit;
- Diploma Supplement;
- Certificates certifying the amounts paid to the University for the tax return or tax assessments..

Certificates can be requested by e-mail using the specific form available on the SAS website, at the School of Advanced Studies office (postlaurea@unicam.it)

Certificates can be issued:

- On stamp-free paper, according to the uses envisaged by law, to be presented to private subjects;
- With stamp duty, to be presented to private subjects, or to be used abroad.

If the required certificate is to be issued with stamp duty, the related request must also be submitted accompanied by the appropriate stamp duty.

C. SELF-CERTIFICATIONS

1. SELF-CERTIFICATIONS FOR OTHER PUBLIC ADMINISTRATION BODIES OR PRIVATE MANAGERS OF PUBLIC SERVICES

Pursuant to art. 46 and 47 of Presidential Decree No. 445/2000, all those who are enrolled in a doctoral degree programme, or who have obtained the doctoral degree, can **self-certify their enrolment or possession of the degree**.

A facsimile of self-certification of enrolment is available online on the UNICAM website for those who are regularly enrolled, and a facsimile of self-certification of **completed doctoral degree programme** for those who have obtained the degree.

To access the facsimile, please follow the steps below:

- Log on to the online desk of the Student Administration Office (didattica.unicam.it);
- Log in with your login credentials (username and password) received at the time of registration;
- From the left side menu, select the item "Administration Office", and then "Certificates", and select the required form.

In case of loss of login credentials, or if the available password recovery procedure fails, it is necessary to request a password reset by contacting the Division for Programming, Evaluation and Quality Systems (usiqua@unicam.it), attaching to the request a copy of a valid identity document.

The forms available are the following:

- self-certification with years of enrolment;
- self-certification of enrolment with exams taken;
- self-certification of doctoral degree with exams taken;
- self-certification with proof of payment of fees for the calendar year..

If you need to self-certify additional information, you can use the generic self-certification form on the SAS website.

2. PRESENTING CERTIFICATES AND SELF-CERTIFICATIONS TO UNICAM

In cases where it is necessary to declare status, personal qualities, and facts (information already held by other public offices) to the UNICAM Administration Office, the following types of declarations, available on the SAS website, must be used:

- Declaration in lieu of certification (pursuant to art. 46 of Presidential Decree No. 445/2000);
- Declaration in lieu of affidavit (pursuant to art. 47 of Presidential Decree No. 445/2000).

These declarations are exempt from stamp duty (pursuant to art. 37 of Presidential Decree No. 445/2000).

3. ORIGINAL DOCTORAL DEGREE CERTIFICATE (DEGREE PARCHMENT)

PhD holders, who have obtained their degree before the end of the month of July 2020, and have paid the fees for the release of the parchment, can collect it at the office of the School of Advanced Studies, on the days and times of opening to the public.

The original Doctoral Degree parchment can be collected in the following ways:

- PERSONALLY by the person concerned, or by a third party, directly at the office of the School of Advanced Studies. The original parchment may be delivered to the person concerned or to third parties upon presentation of the following documents:
 - Power of Attorney
 - Valid identification document of the representative (Power of Attorney holder)
 - Valid identification document of the grantor
 - If applicable, a duty stamp in the appropriate amount (to be verified with the office of the School of Advanced Studies).
- SHIPPING BY REGISTERED MAIL WITH ACKNOWLEDGEMENT OF RECEIPT (only in Italy). The interested party may request that the original Doctoral Degree parchment be sent by mail, relieving the University of any responsibility for loss due to the postal service. The request must be delivered by hand or sent by mail to the following address "University of Camerino, School of Advanced Studies, via Madonna delle Carceri n. 9, 62032 Camerino (Macerata)", and must contain the following:
 - Request for shipment of parchment (original degree certificate), using the appropriate form available on the SAS website;
 - Copy of a valid identification document
 - Payment through the electronic payments system PagoPa of €11,00 "Shipment of Doctoral Degree Certificate", generated by the SAS Administration Office;
 - If applicable, a duty stamp in the appropriate amount (to be verified with the office of the School of Advanced Studies).

STAMP
DUTY



University of Camerino
School of Advanced Studies

CERTIFICATIONS

The Undersigned (Last Name) _____ (Name)
 _____, Student Registration No. _____, born in
 _____ (____) on _____, residing in _____ (____) ZIP
 code _____ Street name _____ Street no. _____
 Mobile phone no. _____, Doctoral Degree Programme

A) **PhD Programme Student** enrolled in the academic year _____ in _____ year of study
No. of copies – type of certificate (specify whether with stamp duty or on plain paper¹)

	STAMP DUTY	PLAIN PAPER
<input type="checkbox"/> Enrolment	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Enrolment with exams taken	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Enrolment with exams taken and study plan	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Enrolment with career history and exams taken	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Enrolment for issue / renewal of residence permit	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Enrolment with certificate of scholarship	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Copy of study plan ²	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Enrolment exams taken and renunciation of studies	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>

B) **HOLDER OF DOCTORAL DEGREE** awarded by this University on _____
No. of copies – type of certificate (specify whether with stamp duty or on plain paper¹)

	STAMP DUTY	PLAIN PAPER
<input type="checkbox"/> Doctoral Degree	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Doctoral Degree with dissertation title	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Doctoral Degree with certified copy of the Commission's judgment	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Doctoral Degree with exams taken	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/> Doctoral Degree with career history	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Doctoral Degree with career history and exams taken	<input type="checkbox"/>	<input type="checkbox"/>
	STAMP DUTY	PLAIN PAPER
<input type="checkbox"/> Diploma Supplement		<input type="checkbox"/>
<input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>

- 1 In the case of a request for a certificate on plain paper, precisely indicate its use, and the provision that provides for its exemption (see attached table).
- 2 Stamp duty is not payable in the case of the release of a document without the declaration certifying its conformity with the original.

Date, _____

ATTENTION

Pursuant to Article 40 of Presidential Decree No. 445/2000, as amended by art. 15 of Law of 12 November 2011 No. 183 (Stability Law), starting from 01 January 2012, the certifications issued by public administration offices, relating to status, personal qualities, and facts shall be valid and usable only in relationships between private subjects, and must bear, under penalty of nullity, the following wording: "This certificate is issued at the request of the interested party and cannot be presented upon request of Public Administration Bodies or private managers of public services".

Therefore, in relations with public administration bodies and managers of public services, certificates and affidavits shall always be replaced by Declarations in lieu of certifications (art. 46 of Presidential Decree No. 445/2000), and Declarations in lieu of affidavit (art. 47 of Presidential Decree No. 445/2000).

Pursuant to art. 30a of Law of 11 September 2020 No. 120, which amended art. 71, paragraph 4 of Presidential Decree No. 445/2000, it is mandatory, even for private subjects, to accept the declarations in lieu of certifications and in lieu of affidavits.

List of the main documents exempt from stamp duty (Presidential Decree of 26 October 1972 No. 642, as amended)

- Travel passes (art. 24 Table B)
- Access - Application to exercise a right - (Article 25 of Law No. 241 of 7 August 1990, and Article 3 of Presidential Decree No. 352 of 27 June 1992)
- Tax assessment and collection (Article 5 Table B)
- International agreements (art.41 of Presidential Decree of 29 September 1973, No. 601)
- Office acquisition of deeds and documents (art. 16 Table B)
- Land purchase (art. 21-a Table B)
- Adoption (art. 13 Table B, and art. 82 of Law of 4 May 1983 No. 184)
- Custody of minors (art. 13 Table B, and art. 82 of Law 4 May 1983 No. 184)
- Agriculture - Compensation for damage due to disasters, EEC contributions - (art.21-a Table B)
- A.I.M.A. (Italian Association of Alzheimer's Disease) - Contributions - (Article 21-a Table B)
- Admission to charitable institutions (art. 8 Table B)
- Rounding of small agricultural property (art.21-a Table B)
- Nurseries - Admission for attendance - (art. 11 Table B)
- Family allowances (art. 9 Table B)
- War allowance (art. 126 Presidential Decree of 23 December 1978, No. 915)
- Mandatory social insurance (art. 9 Table B)
- National health assistance (art. 9 Table B)
- Recruitment (art. 19 Law of 18 February 1999 No. 28)
- A.U.S.L. (Local Healthcare Authority) (art. 9 Table B)
- Authentication of copies - Public competitions and recruitments - (art. 19 Law of 18 February 1999 No. 28)
- Authorizations for tutelary judge (art. 13 Table B)
- Atmospheric adversities (art. 21-a Table B)
- Criminal action – Exercise - (art. 3 Table B)
- Banks - Receipts, and credit or debit documents (art. 33 Law of 3 December 2000, No. 388)
- Charity (art. 8 Table B)
- Travel tickets (art. 24 Table B)
- Scholarships (art. 11 Table B)
- Book vouchers (art. 11 Table B)
- Severance (art. 9 Table B)
- Natural disasters (art. 21-a Table B)
- Change of ridiculous, shameful or origin-revealing names and surnames - Questions and documents - (art. 93 of Presidential Decree of 3 November 2000 No. 396)
- Identity card (art. 18 Table B)
- Residence card - Deeds and EU certificates - (art. 5 No. 7 of Presidential Decree of 18 January 2002 No. 54)
- Medical records - Compliant copies- (art. 7 of Law of 29 December 1990 No. 405)
- Criminal records - Application to obtain the certificate (art. 14 Table B)
- Birth certificate with photograph - For expatriation - (art. 18 Table B)
- Certificates of marital status (art. 7 of Law 29 December 1990 No. 405)
- Tax code - Attribution, correction or modification - (art. 5 Table B)
- Notification of death (art. 17 Table B)
- Notification of birth (art. 17 Table B)
- Notification of the finding of abandoned children (art. 17 Table B)
- Competitions (art. 1 of Law of 23 August 1988 No. 370)
- Labour and employment contracts (art. 25 Table B)
- Life and social security contributions (art. 9 Table B)
- Agricultural contributions (art. 16 of Law of 9 May 1975, No. 153)
- Disputes relating to social security and mandatory assistance (art. 12 Table B)
- Marriage agreements - Documents to be presented to the notary - (art. 7 of Law of 29 December 1990 No. 405)
- Building cooperatives (Law of 29 October 1993 No. 427)
- Certified copies of documents - Public competitions and recruitment - (art. 19 of Law of 18 February 1999 No. 28)
- Cremations - Declaration of will - (art. 79 of Presidential Decree of 10 September 1990 No. 405)
- War damage - Payment of indemnities - (art. 12 of Law 22 October 1981 No. 593)
- Public debt - Transactions - (art. 7 Table B)
- Notification of the start of activities - (Finance Resolution No. 109/E of 5 July 2001)
- Report of loss (art. 7 of Law 29 of December 1990 No. 405)
- Notification of succession (art. 5 Table B)
- Declarations in lieu of certifications (art. 37 of Presidential Decree of 28 December 2000 No. 445)
- Right of access - Application and release of a report copy - (art. 25 of Law of 7 August 1990 No. 2441, and art. 3 Presidential Decree of 27 June 1992 No. 352)
- Unemployment (art. 9 Table B)
- Military service dispensation (art. 2 Table B)
- Divorce (art. 19 of Law of 6 March 1987 No. 74)
- Recruitment and competition documents (art. 19 of Law of 18 February 1999 No. 28)
- Identity card equivalent documents (art. 18 Table B)
- Required expatriation documents and certificates - Business reasons in EU countries (art. 13 of Presidential Decree of 18 January 2002 No. 54)
- Copies or extracts of documents - State interest (art. 4 Table B)
- Customs - Necessary documentation (art. 15 Table B)
- Duplicates of deeds and documents - Issued for loss (art. 7 Law 29 December 1990 No. 405)
- Electoral - Exercise of rights and protection (art. 1 Table B)
- Fair fee - Acts relating to disputes (art. 12 Table B)
- Exemption from military service (art. 2 Table B)
- Exemption from school fees (art. 2 Table B)
- Expatriation for work purposes (art. 18 Table B)
- Sureties and subsidiary guarantees (art. 16 of Law of 9 May 1975 No. 153)
- Tax (art. 5 Table B)
- Rustic funds - Lease agreements (art. 25 Table B)
- Certified photo - For issuing documents - (art. 34 of Presidential Decree of 28 December 2000 No. 445)
- Labour judge (art. 10 of Law of 11 August 1973 No. 533)
- Civic judges (art. 2 Table B)
- Criminal justice (art. 3 Table B)
- Free legal aid (art. 3 Table B)
- Public hygiene and prophylaxis - Investigations - (art. 10 Table B)
- Real estate - Deeds relating to expropriation for public utility - (art. 22 Table B)
- Taxes and duties (art. 9 Table B)
- INAIL (National Institute for Insurance against Accidents at Work) - Indemnity and annuities (Presidential Decree of 30 June 1965 No. 1124)
- Increase in beef and sheep production (art. 21-a Table B, and art. 16 of Law of 9 May 1975 No. 153)
- Severance pay (art. 9 Table B)

- Indemnity for cessation of agricultural activity (art. 21-a Table B)
- Severance indemnity - Anticipation - (art. 9 Table B)
- Indemnity for war damage (art. 12 of Law of 22 October 1981 No. 593)
- Poverty (art. 8 Table B)
- Accidents and INPS (Italian Public Retirement System) (art. 9 Table B)
- Religious education - Exemption - (art. 11 Table B)
- Teachers - Documents attached to the transfer request - (art. 1 Law of 23 August 1988 No. 370)
- Integration in agriculture (art. 21-a Table B)
- Interdictions - Protection deeds - (art. 13 Table B)
- State interest (art. 4 Table B)
- The disabled – Payment for limited motor skills – (art. 33 of Law of 23 December 2000 No. 388)
- Irpaf (Personal Income Tax) - Deductions - (art. 5 Table B)
- Applications - Request for documents exempt from stamp duty– (art. 14 Table B)
- Applications for participation in competitions (art. 1 of Law of 23 August 1988 No. 370)
- Charitable institutions - Application for admission and documents – (art. 89 Table B)
- Establishment of new Municipalities - Residence update - (art. 16 of Law of 24 December 1993 No. 537)
- Labour – Disputes - (art. 12 Table B)
- Military service (art. 2 Table B)
- International family account (art. 6 of Ministerial Decree of 18 October 1978)
- Postal savings account (art. 7 Table B)
- Liquidation and payment of direct and survivors' pensions, INPS (art. 9 Table B)
- Payment of war pensions (art. 126 of Presidential Decree of 23 December 1978 No. 915)
- Placement lists - Registration - (art. 9 Table B)
- Real estate leasing - Acts relating to disputes relating to rents of less than ITL 600,000 - (art. 57 of Law of 27 July 1978 No. 392)
- Marriage - Certificate of completed publications - (art. 7 of Law of 29 December 1990 No. 405)
- Arranged marriage (articles 4 and 16 Table B)
- Marriage by proxy (art. 17 Table B)
- School canteen (art. 11 Table B)
- Ministers of worship - Issue of passports and related documentation - (art. 18 Table B)
- Minors - Protection deeds - (art. 13 Table B)
- Presumed death (art. 4 Table B)
- Subsidised loans - EEC Agriculture– (art. 16 of Law of 9 May 1975 No. 153)
- ONLUS (Non-profit organisations) - Applications, documents and copies - (art. 17 of Legislative Decree of 4 December 1997 No. 460)
- VAT number - Attribution and modification - (art. 5 Table B)
- Ordinary passports (art. 18 Table B)
- Pensions - Direct and survivors' - (art. 9 Table B)
- War pensions (art. 126 of Presidential Decree of 23 December 1978 No. 915)
- Burial permit (art. 16 Table B, Table B)
- Post office - Receipts, receipts and documents - (art. 33 of Law of 23 December 2000 No. 388)
- Premiums in agriculture (art. 21.a Table B)
- Grants (art. 11 Table B)
- Agricultural operating loans (art. 21.a Table B)
- INPDAP (National Insurance Institute for Public Administration Employees) loans (art. 9 Table B)
- Judicial proceedings - Acts and measures - (Law of 10 May 2002 No. 91)
- Criminal proceedings - Petitions and complaints of the party - (art. 3 Table B)
- Emergency response in agriculture (art. 5 Table B)
- Public safety measures (art. 3 Table B)
- Disciplinary measures (art. 3 Table B)
- Criminal measures (art. 3 Table B)
- Public safety (art. 3 Table B)
- Advertising (art. 5 Table B)
- Public employment - Disputes - (art. 12 Table B)
- Puerperium (art. 29 of Law of 30 December 1971 No. 1204)
- Professional qualification of agricultural workers (art. 21-a Table B)
- Additional family quotas (art. 9 Table B)
- Referendum (art. 1 Table B)
- Residence - Update on documents following change of toponymy or street number - (art. 16 of Law of 24 February 1993 No. 537)
- Amendments to marital status documents (Law of 10 May 2002 No. 91)
- Rehabilitation (art. 3 Table B)
- Catholic marriage publications request (art. 17 Table B)
- Official requests (art. 16 Table B, and art. 18 of Law of 7 August 1990 No. 241)
- Reunification of services (art. 9 Table B)
- Recognition of natural children - poor people - (art. 13 Table B)
- Recognition of pre-title services (art. 9 Table B)
- Reconstruction of marital status documents (art. 4 Table B)
- Refunds - Payment of taxes - (art. 5 Table B)
- Compensation for agricultural damage (art. 21-a Table B)
- Nursery school - Admission and attendance - (art. 11 Table B)
- Mandatory school - Admission and attendance - (art. 11 Table B)
- Secondary school - Admission and attendance - (art. 7 of Law of 29 December 1990 No. 405)
- Legal separation (Constitutional Court judgment of 29 April 1999, No. 154)
- Military service - Acts in the interest of the State - (art. 20 of Law of 24 December 1976 No. 898)
- Tax relief (art. 5 Table B)
- Loss of deeds and documents - Issue of duplicates - (art. 7 of Law of 29 December 1990 No. 405)
- Emergency aid subsidies in agriculture (art. 21-a Table B)
- Sports - Personal certificates - (art. 33 par. 4 of Law of 23 December 2000 No. 388)
- Marital status - Certificates and extracts - (art. 7 of Law of 29 December 1990 No. 405)
- Foreigners - Appeal for denial of reunification - (art. 28 of Law of 6 March 1998 No. 40)
- Succession (art. 5 Table B)
- Aid subsidies (art. 8 Table B)
- Taxes (art. 5 Table B)
- School fees - Exemption - (art. 11 Table B)
- Healthcare ticket (art. 9 Table B)
- Transfer of teaching staff - Documentation accompanying the application - (art. 1 of Law of 23 August 1988 No. 370)
- Land transfer (art. 21 Table B)
- Pupils transfer (art. 11 Table B)
- Transfer of people (art. 24 Table B)
- Taxes - Documents for tax law applications - (art. 5 Table B)
- Protection - Minors and disqualified persons - (art. 13 Table B)
- Labour office (art. 9 Table B)
- U.M.A. (Agricultural Engine Users) - Registration of agricultural machinery and transfer of ownership - (art. 12 Table B)
- Life annuity (art. 8 Table B)
- Volunteering - Acts related to the performance of activities - (art. 8 of Law of 11 August 1991 No. 266)
- Cadastral transfer by succession (art. 5 Tab . B)

Signature _____

Student Registration
No.

| | | | | |

REQUEST FOR SHIPPING OF PARCHMENT (ORIGINAL DOCTORAL DEGREE CERTIFICATE)



University of Camerino
To the Rector of the University of Camerino

PLEASE WRITE LEGIBLY (POSSIBLY IN BLOCK LETTERS)

The Undersigned (Last Name) _____ (Name) _____
born in _____ (____) on _____, residing in _____ (____)
ZIP code _____ Street name _____ number _____
Mobile phone no. _____, having obtained the Doctoral Degree in
_____ on _____, at the University of Camerino, and having
received from UNICAM a notification about the withdrawal of the Doctoral Degree Parchment (original
degree certificate),

REQUESTS

that the doctoral degree parchment (original degree certificate) be sent by registered mail with
acknowledgement of receipt to the following address:

Street name _____ number _____ ZIP code _____ Town/City
_____ (____) Mobile phone no. _____ E-mail
_____.

relieves the University of any responsibility in case of loss, theft, or damage of the same due to postal
service errors.

Attachments:

- Copy of a valid identification document
- Stamp duty in the amount of € 16,00 (to be verified with the office of the School of Advanced Studies)
- Payment through the electronic payments system PagoPa of €11,00 "Shipment of Doctoral Degree Certificate", generated by the SAS Administration Office.

Place and Date _____

Signature _____