



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Cattolica Exchange Semester Abroad – Upon return

- Examination recognition: forms and official registration of exams (Brescia Campus)

First step: obtain Transcript of Records (ToR)

- Your Transcript of Records is the official document which reports the results of exams taken abroad
- The procedure for officially recording exam results can only be initiated upon submission of this document
- You must find out from your host university about how and when Transcripts of Records are issued
- You must inform Cattolica International if you receive your ToR: you will be advised if it is sent directly to the International Office

Steps to take after receiving your Transcript of Records

1. Fill in your Programme Plan

Once your ToR is available, Cattolica International will email you with instructions on how to initiate registration of your exams in your student record.

You can initiate the procedure for registering your exams on condition that:

- equivalence with Cattolica courses was approved by the professor responsible for exam recognition before the start of your mobility period abroad
- your ToR shows specific grades in line with the grading rules of the host university. Neither cuore attendance nor non-numeric grades such as 'approved' or 'passed' are accepted as valid
- your grades show whether you passed the exam taken abroad (exams must be passed)
- the corresponding Cattolica exams are either already in your Cattolica Study Plan or faculty rules allow for them to be put into your Cattolica Study Plan

To initiate registration of your exam results on your student record, first go to your iCatt page and fill in a Program Plan, which shows the equivalence of the exams taken abroad with Cattolica exams.

Note that:

- Official recording of exams taken abroad is not automatic
- You can decide whether or not to officially record grades obtained abroad
- Grades of exams taken abroad have no expiry date
- It may take up to two months for grades to appear in your record
- Once the process of official registration is initiated it cannot be cancelled

2. Validation of Program Plan and conversion of grades to 30-point grading scale

Once completed, your Program Plan will be validated by Cattolica International and forwarded to the UCSC academic staff responsible for converting grades into a 30-point scale in line with conversion tables. They will then add your grades to the plan. Some faculties have published their conversion tables. See here: <http://ucscinternational.unicatt.it/ucsc-international-selezionati-prima-della-partenza-richiesta-approvazione-esami>

° Faculty of Linguistic Sciences students must see the Exchange Tutor, Dr Giulia Salerno, after validating their Program Plan. To make an appointment, write to erasmus.lingue-bs@unicatt.it.



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3. Faculty Board approval

Your validated Program Plan carrying 30-point scale grades will be presented at the first available Faculty Board meeting (Deans normally convene one meeting per month). During the meeting the Dean will check and sign your exam document which will be forwarded to Student Services after the meeting.

4. Uploading of grades to iCatt

Grades will be uploaded to study plans in line with Student Services' timing and will then be visible via UC Point and iCatt

To summarise:

1. Obtain your ToR from your host university abroad
2. Go to your iCatt page and fill in your Program Plan
3. Wait for the process to take its course and your grades will appear in your study plan

NB: The above procedure does not apply to the following:

- SeLdA exams ⇒ contact the SeLdA offices
- Curricular internships ⇒ contact internship tutors