



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Cattolica International – Upon return

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

First step: obtain a 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 receipt of your Transcript of Records

1. Fill in your Program Plan

Once your ToR is available, Cattolica International will email you with instructions on how to initiate official registration of your results.

Official registration of exam results can be initiated provided that:

- Equivalence with Cattolica courses has been approved by a professor responsible for exam recognition
- The ToR shows a specific grade in the form used by the university abroad. Neither course participation nor non-numerical assessments, such as 'approved' or 'pass', are valid.
- The exam at the university abroad was passed
- The corresponding Cattolica exams are in your Cattolica Study Plan or faculty rules allow for them to fit with your Cattolica Study Plan

Registration of exam results is initiated online by filling in a Program Plan via your iCatt page, which sets out the equivalence between the exams taken abroad and Cattolica exams.* Note: students from the Faculty of Economics, the Faculty of Banking and Finance, and CIMO must use the Program Plan created before departure and indicate the exams they passed while abroad that they wish to be recognised.

*After validation of their Program Plan, students from the Faculty of Linguistic Sciences must see their Exchange Tutor, Dr. Lisa Walter, during office hours. To book a meeting, write to: erasmus.lingue@unicatt.it

Please note that:

- Registration of grades of exams taken abroad is not automatic
- You can decide whether or not to register grades obtained abroad
- Validity of grades obtained abroad does not expire
- Grade registration can take up to two months
- Once initiated, the request for registration is final. Requests cannot be accepted for grades to be deleted.

2. Program Plan validated and grades converted into 30-point grading scale

Once validated, the Program Plan will be sent to the Cattolica professor responsible for converting grades into a 30-point grading scale using a conversion table. Not all faculties have made their conversion tables public. See here: <http://ucscinternational.unicatt.it/ucsc-international-selezionati-prima-della-partenza-richiesta-approvazione-esami>.



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3. Faculty Board approval

Your validated Program Plan showing exam results on a 30-point grading scale will be presented for approval at the first available Faculty Board meeting (these are usually convened once a month by the Deans); during the Faculty Board meeting, the Dean will check and sign your Program Plan, which will be sent to Student Services after the meeting.

4. Grades uploaded to iCatt

Student Services will upload grades to study plans (in line with their timing) and grades will then be visible via UCPoints and iCatt.

To summarise:

1. Obtain ToR from the host university abroad
2. Fill in the Program Plan via your iCatt page
3. Wait for the process to be carried out and grades will appear in study plans

NB: Exceptions to the process described above:

- SeLdA examinations ⇨ _contact the SeLdA offices
- Curricular internships ⇨ _contact internship tutors