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Recognition of exams: forms and official registration of exams in student records

Rome Campus – Faculty of Medicine and Surgery

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 Roma if you receive your ToR – ucsc.international-rm@unicatt.it: you will be advised via email if it is sent directly to the International Office

Steps to take after receiving 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 exams in your student record.

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

- equivalence with Cattolica courses was approved by a 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 course 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 Cattolica academic staff in charge of 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>



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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 the university abroad
2. Fill in your Program Plan via your iCatt page
3. Wait for the process to be completed and your grades to appear in your study plan