

Application for credit recognition/validation guidelines

In the <u>Tools and support</u> page of the university site, in the section dedicated to the Campus of Rome, you will have the opportunity to access the new procedure for submitting the application for validation/recognition of exams and/or Language Certifications.

Please note that to proceed with the insertion of the request you must:

- Be in possession of an active student number in UCSC;
- Be in compliance with the registration at the year of application.
- Be in compliance with the administrative position.
- Have in your exam booklet the teaching activity to be validated. Students enrolled in subsequent years must submit the study plan, which will be available from 15th September 2024.

In the validation application, you will only have to submit one application for Integrated Course for which you require credit validation/recognition. The integrated course for which recognition is requested must be indicated. It is not necessary to report the individual modules of the integrated course.

Deadlines:

- Request for validation of university exams: from 01 July 2024 to 31 January 2025
- Request for validation of language certificates: from 01 July 2024 to 10 June 2025.

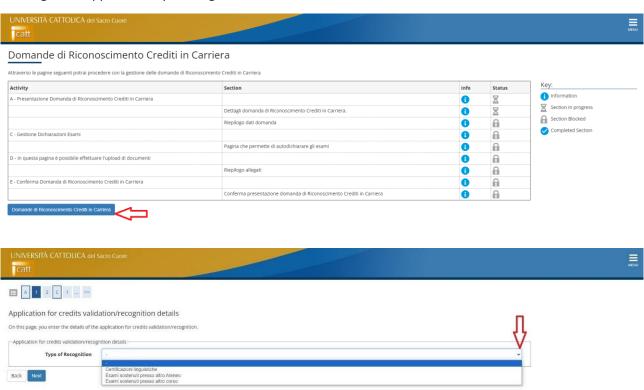
The validation results will be viewable in the "Attachments" section of iCatt.



On the dedicated screen, you will find the possibility to insert the first request by clicking on "Enter an Application for Credits Validation/Recognition"



You begin the application by clicking on "Domande di riconoscimento Crediti in Carriera"



The first information required is the type of recognition:

- Language Certifications
- Exams taken at another University
- Exams taken at another Course of our Cattolica University



Recognition of linguistic certifications

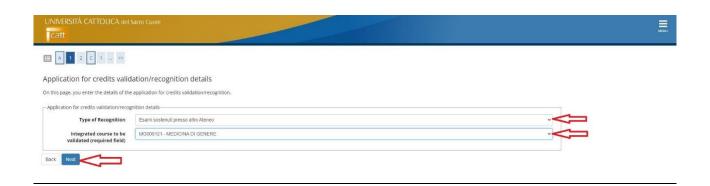


You can click directly on "Next", confirming the choice made.



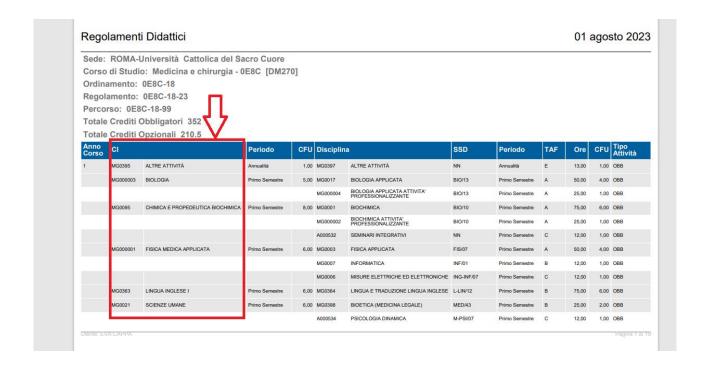


Validation for exams taken at another course or validation for exams taken at another university



Select the type of recognition you need, and you will see an additional field "Integrated course to be validated" (REQUIRED FIELD): you should choose among the ones in the list, the integrated course for which validation/recognition is requested.

You can find within your student guide <u>Medicine and surgery | Rome | Università Cattolica del Sacro Cuore</u> the code of the integrated course (follow the Red Arrow below).





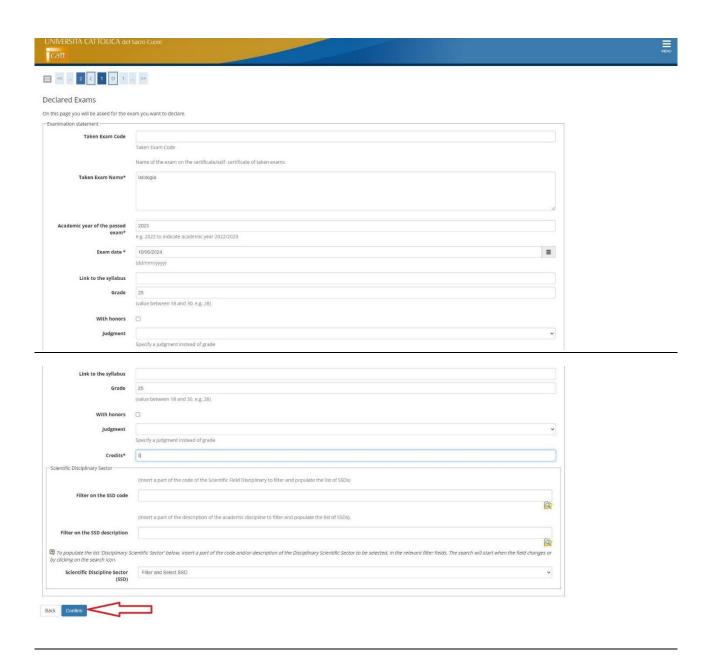


After clicking on the "Next" button, enter the exams useful for the validation or recognition of credits of the integrated course previously indicated.



Plese note: You must enter at least one exam taken previously to consider the application complete.





Fields marked with an asterisk are mandatory.





You can enter additional exams under "Add Exam".

Then, click on the "Continue" button.

In the case of language certification, you must indicate the level and type of certification, the certification date and the referring academic year.



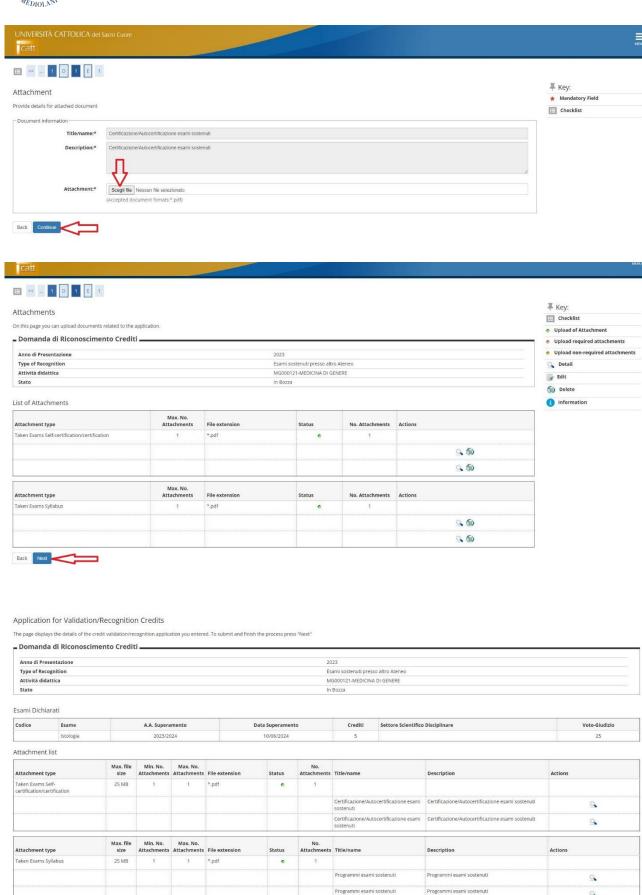
You will need to insert attachments:

- 1. Self-certification/Certification exams taken (Single PDF)
- 2. Programmes of the taken exams indicated in the request (Single PDF).

In the case of language certification, insert the same attachment (front and back) in both entries.



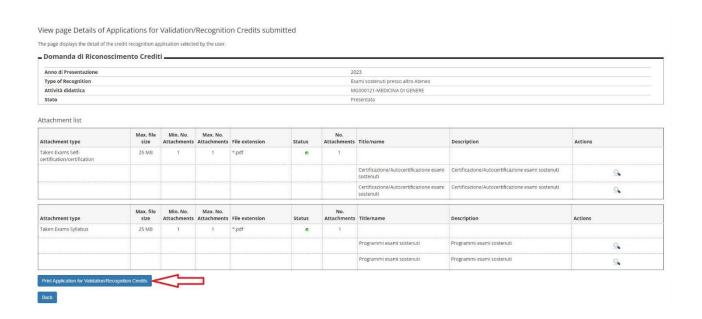
Back Next





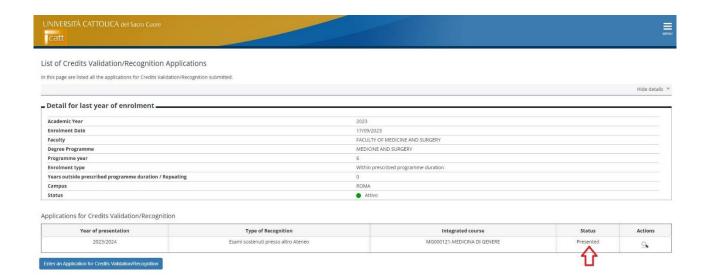
Only after uploading the two attachments in the dedicated sections, it is possible to proceed with the request.

You must verify all the data entered, if correct click on "Next".



The application is submitted by clicking on "Print Application for Validation/Recognition Credits".

The processing status of the application is visible from the summary page of the submitted request.





PROCESSING STATUS OF APPLICATION

Draft: The student has not finalized the application procedure for validation/recognition. It will not be evaluated

Submitted: Online application process completed, pending processing by Polo Studenti. You will receive an automatic email indicating that the compilation process has been completed.

Evaluation: the request has been sent to the teacher of reference, and the Polo Studenti awaits his feedback.

Refused: The Professor has evaluated the request submitted, but it is not suitable for validation.

Approved: The Professor has evaluated the request submitted and approves the validation (Total, Partial or Frequency Only).

Completion: Pending integration by the student

Suspended: Long awaiting of integration by the student.

Cancelled: At the end of the application window, all pending files will be cancelled.