



Application for credit recognition/validation guidelines

In the [Tools and support](#) 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"

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List of Credits Validation/Recognition Applications

In this page are listed all the applications for Credits Validation/Recognition submitted. Hide details

Detail for last year of enrolment

Academic Year	2023
Enrolment Date	17/09/2023
Faculty	FACULTY OF MEDICINE AND SURGERY
Degree Programme	MEDICINE AND SURGERY
Programme year	6
Enrolment type	Within prescribed programme duration
Years outside prescribed programme duration / Repeating	0
Campus	ROMA
Status	● Attivo

Applications for Credits Validation/Recognition

No Application for credit validation/recognition present.

[Enter an Application for Credits Validation/Recognition](#)

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

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Domande di Riconoscimento Crediti in Carriera

Attraverso le pagine seguenti potrai procedere con la gestione delle domande di Riconoscimento Crediti in Carriera

Activity	Section	Info	Status
A - Presentazione Domanda di Riconoscimento Crediti in Carriera	Dettagli domanda di Riconoscimento Crediti in Carriera.		
	Riepilogo dati domanda		
	Pagina che permette di autodichiarare gli esami		
D - In questa pagina è possibile effettuare l'upload di documenti	Riepilogo allegati		
	Conferma Domanda di Riconoscimento Crediti in Carriera		
Conferma presentazione domanda di Riconoscimento Crediti in Carriera			

Domande di Riconoscimento Crediti in Carriera

Key:

- Information
- Section in progress
- Section Blocked
- Completed Section

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Application for credits validation/recognition details

On this page, you enter the details of the application for credits validation/recognition.

Application for credits validation/recognition details

Type of Recognition:

[Back](#) [Next](#)

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

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Application for credits validation/recognition details

On this page, you enter the details of the application for credits validation/recognition.

Application for credits validation/recognition details

Type of Recognition

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

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Confirmation Application for Credits Validation/Recognition

Check the data you entered and press the "next" button.

Domanda di Riconoscimento Crediti

Type of Recognition	Certificazioni linguistiche
Stato	In Bozza

Back Next

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

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Application for credits validation/recognition details

On this page, you enter the details of the application for credits validation/recognition.

Application for credits validation/recognition details

Type of Recognition: Esami sostenuti presso altro Ateneo

Integrated course to be validated (required field): MG000121 - MEDICINA DI GENERE

Back Next

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 [Medicine and surgery | Rome | Università Cattolica del Sacro Cuore](#) the code of the integrated course (follow the Red Arrow below).

Regolamenti Didattici 01 agosto 2023

Sede: ROMA-Università Cattolica del Sacro Cuore
 Corso di Studio: Medicina e chirurgia - 0E8C [DM270]
 Ordinamento: 0E8C-18
 Regolamento: 0E8C-18-23
 Percorso: 0E8C-18-99
 Totale Crediti Obbligatori 352
 Totale Crediti Opzionali 210.5

Anno Corso	CI	Periodo	CFU	Disciplina	SSD	Periodo	TAF	Ore	CFU	Tipo Attività
1	MG0395	ALTRE ATTIVITÀ	Annualità	1,00 MG0397	ALTRE ATTIVITÀ	NN	Annualità	E	13,00	1,00 OBB
	MG000003	BIOLOGIA	Primo Semestre	5,00 MG0017	BIOLOGIA APPLICATA	BIO/13	Primo Semestre	A	50,00	4,00 OBB
				MG000004	BIOLOGIA APPLICATA ATTIVITÀ PROFESSIONALIZZANTE	BIO/13	Primo Semestre	A	25,00	1,00 OBB
	MG0095	CHIMICA E PROPEDEUTICA BIOCHIMICA	Primo Semestre	8,00 MG0001	BIOCHIMICA	BIO/10	Primo Semestre	A	75,00	6,00 OBB
				MG000002	BIOCHIMICA ATTIVITÀ PROFESSIONALIZZANTE	BIO/10	Primo Semestre	A	25,00	1,00 OBB
				A000532	SEMINARI INTEGRATIVI	NN	Primo Semestre	C	12,00	1,00 OBB
	MG000001	FISICA MEDICA APPLICATA	Primo Semestre	6,00 MG0003	FISICA APPLICATA	FIS/07	Primo Semestre	A	50,00	4,00 OBB
				MG0007	INFORMATICA	INF/01	Primo Semestre	B	12,00	1,00 OBB
				MG0006	MISURE ELETTRICHE ED ELETTRONICHE	ING-INF/07	Primo Semestre	C	12,00	1,00 OBB
	MG0363	LINGUA INGLESE I	Primo Semestre	6,00 MG0364	LINGUA E TRADUZIONE LINGUA INGLESE	L-LIN/12	Primo Semestre	B	75,00	6,00 OBB
	MG0021	SCIENZE UMANE	Primo Semestre	6,00 MG0398	BIOETICA (MEDICINA LEGALE)	MED/43	Primo Semestre	B	25,00	2,00 OBB
				A000534	PSICOLOGIA DINAMICA	M-PSI/07	Primo Semestre	C	12,00	1,00 OBB

Fonte: L'VALCAPPAA Pagina 1 di 11

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Confirmation Application for Credits Validation/Recognition

Check the data you entered and press the "next" button.

Domanda di Riconoscimento Crediti

Type of Recognition	Esami sostenuti presso altro Ateneo
Attività didattica	MG000121-MEDICINA DI GENERE
Stato	In Bozza

Back Next

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

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List of Declared Exams

This page lists the exams declared related to the request for validation/ recognition of the integrated course

Self-declared exams

No self-declared exam

Add Exam

Back Continue

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

Declared Exams

On this page you will be asked for the exam you want to declare.

Examination statement

Taken Exam Code	<input type="text"/>
Taken Exam Code	
	Name of the exam on the certificate/self- certificate of taken exams
Taken Exam Name*	<input type="text" value="Istologia"/>
Academic year of the passed exam*	<input type="text" value="2023"/>
e.g. 2022 to indicate academic year 2022/2023	
Exam date *	<input type="text" value="10/06/2024"/>
(dd/mmi/yyyy)	
Link to the syllabus	<input type="text"/>
Grade	<input type="text" value="25"/>
(value between 18 and 30, e.g. 28)	
With honors	<input type="checkbox"/>
Judgment	<input type="text"/>
Specify a judgment instead of grade	

Link to the syllabus	<input type="text"/>
Grade	<input type="text" value="25"/>
(value between 18 and 30, e.g. 28)	
With honors	<input type="checkbox"/>
Judgment	<input type="text"/>
Specify a judgment instead of grade	
Credits*	<input type="text" value="3"/>

Scientific Disciplinary Sector

(Insert a part of the code of the Scientific Field Disciplinary to filter and populate the list of SSDs)

Filter on the SSD code

(Insert a part of the description of the academic discipline to filter and populate the list of SSDs)

Filter on the SSD description

 

 To populate the list 'Disciplinary Scientific Sector' below, insert a part of the code and/or description of the Disciplinary Scientific Sector to be selected, in the relevant filter fields. The search will start when the field changes or by clicking on the search icon.

Scientific Discipline Sector (SSD)



Fields marked with an asterisk are mandatory.

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Menu

Navigation: Home, Back, Forward, Refresh, Print, Search, Help

List of Declared Exams

This page lists the exams declared related to the request for validation/ recognition of the integrated course

Self-declared exams

Taken Exam Code	Name of the Taken Exam	Academic Years	Exam pass date	Credits	Score/ judgment	Actions
	Istologia	2023/2024	10/06/2024	5	25	

[Add Exam](#)

[Back](#) [Continue](#)

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.

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Menu

Navigation: Home, Back, Forward, Refresh, Print, Search, Help

Attachments

On this page you can upload documents related to the application.

Domanda di Riconoscimento Crediti

Anno di Presentazione	2023
Type of Recognition	Esami sostenuti presso altro Ateneo
Attività didattica	MG000121-MEDICINA DI GENERE
Stato	In Bozza

List of Attachments

Attachment type	Max. No. Attachments	File extension	Status	No. Attachments	Actions
Taken Exams Self-certification/certification	1	*.pdf		0	Upload Attachment
Taken Exams Syllabus	1	*.pdf		0	Upload Attachment

[Back](#) [Next](#)

Key:

- Checklist
- Upload of Attachment
- Upload required attachments
- Upload non-required attachments
- Detail
- Edit
- Delete
- Information

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.

Attachment

Provide details for attached document

Document information

Title/name:* Certificazione/Autocertificazione esami sostenuti

Description:* Certificazione/Autocertificazione esami sostenuti

Attachment:* Nessun file selezionato
(Accepted document formats: *.pdf)

Key:

★ Mandatory Field

Checklist

Attachments

On this page you can upload documents related to the application.

Domanda di Riconoscimento Crediti

Anno di Presentazione 2023

Type of Recognition Esami sostenuti presso altro Ateneo

Attività didattica MG000121-MEDICINA DI GENERE

Stato In Bozza

List of Attachments

Attachment type	Max. No. Attachments	File extension	Status	No. Attachments	Actions
Taken Exams Self-certification/certification	1	*.pdf	●	1	
Taken Exams Syllabus	1	*.pdf	●	1	

Key:

Checklist

● Upload of Attachment

● Upload required attachments

● Upload non-required attachments

Detail

Edit

Delete

Information

Application for Validation/Recognition Credits

The page displays the details of the credit validation/recognition application you entered. To submit and finish the process press "Next"

Domanda di Riconoscimento Crediti

Anno di Presentazione 2023

Type of Recognition Esami sostenuti presso altro Ateneo

Attività didattica MG000121-MEDICINA DI GENERE

Stato In Bozza

Esami Dichiarati

Codice	Esame	A.A. Superamento	Data Superamento	Crediti	Settore Scientifico Disciplinare	Voto-Giudizio
	Istologia	2023/2024	10/06/2024	5		25

Attachment list

Attachment type	Max. file size	Min. No. Attachments	Max. No. Attachments	File extension	Status	No. Attachments	Title/name	Description	Actions
Taken Exams Self-certification/certification	25 MB	1	1	*.pdf	●	1	Certificazione/Autocertificazione esami sostenuti	Certificazione/Autocertificazione esami sostenuti	
Taken Exams Syllabus	25 MB	1	1	*.pdf	●	1	Programmi esami sostenuti	Programmi esami sostenuti	

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".

View page Details of Applications for Validation/Recognition Credits submitted

The page displays the detail of the credit recognition application selected by the user.

Domanda di Riconoscimento Crediti	
Anno di Presentazione	2023
Type of Recognition	Esami sostenuti presso altro Ateneo
Attività didattica	MG000121-MEDICINA DI GENERE
Stato	Presentata

Attachment list

Attachment type	Max. file size	Min. No. Attachments	Max. No. Attachments	File extension	Status	No. Attachments	Title/name	Description	Actions
Taken Exams Self-certification/certification	25 MB	1	1	*.pdf	●	1			
							Certificazione/Autocertificazione esami sostenuti	Certificazione/Autocertificazione esami sostenuti	
							Certificazione/Autocertificazione esami sostenuti	Certificazione/Autocertificazione esami sostenuti	
Taken Exams Syllabus	25 MB	1	1	*.pdf	●	1			
							Programmi esami sostenuti	Programmi esami sostenuti	
							Programmi esami sostenuti	Programmi esami sostenuti	

[Print Application for Validation/Recognition Credits](#)

[Back](#)

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.

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MENU

List of Credits Validation/Recognition Applications

In this page are listed all the applications for Credits Validation/Recognition submitted.

Hide details ▾

Detail for last year of enrolment	
Academic Year	2023
Enrolment Date	17/09/2023
Faculty	FACULTY OF MEDICINE AND SURGERY
Degree Programme	MEDICINE AND SURGERY
Programme year	6
Enrolment type	Within prescribed programme duration
Years outside prescribed programme duration / Repeating	0
Campus	ROMA
Status	● Attivo

Applications for Credits Validation/Recognition

Year of presentation	Type of Recognition	Integrated course	Status	Actions
2023/2024	Esami sostenuti presso altro Ateneo	MG000121-MEDICINA DI GENERE	Presented	

[Enter an Application for Credits Validation/Recognition](#)



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.