

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.

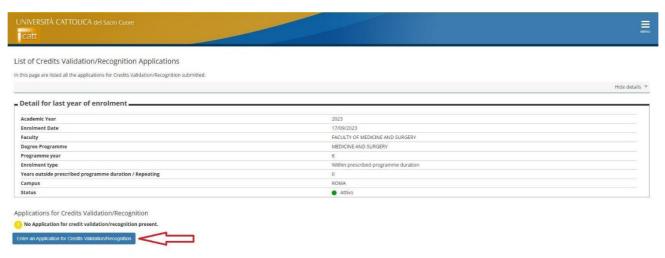
Deadlines:

- 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.

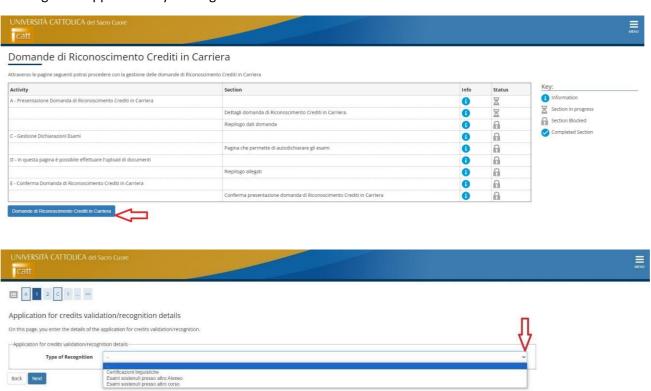
The validation results will be viewable in the "Attachments" section of iCatt at https://studenticattolica.unicatt.it/allegati_Polo_Studenti_Roma



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"

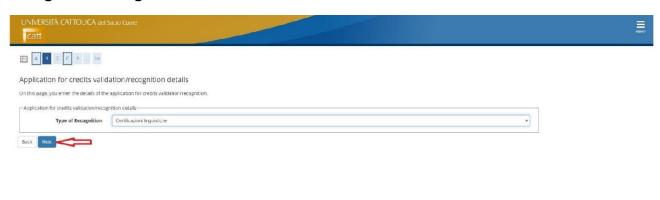


The first information required is the type of recognition:

- 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).





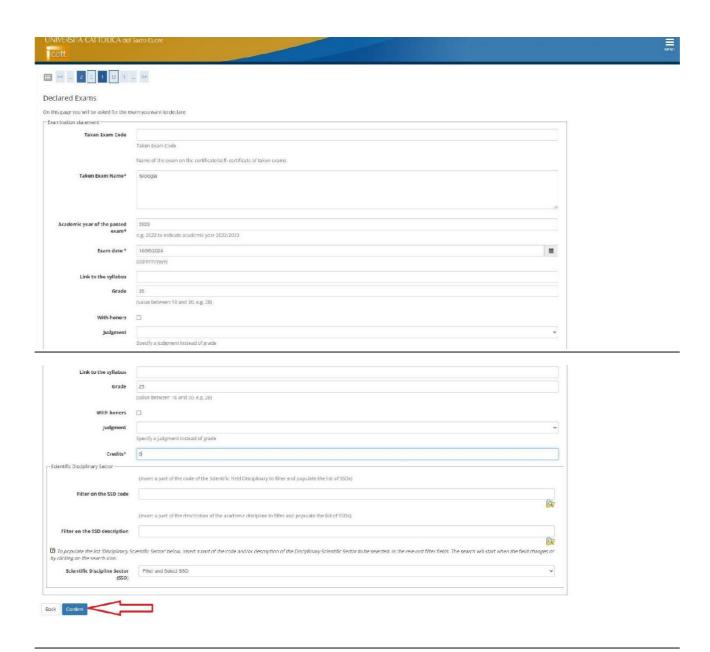


After clicking on the "Next" button, enter the exams useful for the validation or recognition of credits of the integrated course previously indicated.



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





Fields marked with an asterisk are mandatory.

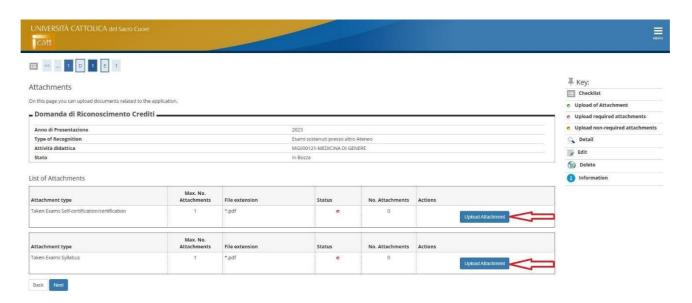




You can enter additional exams under "Add Exam".

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.

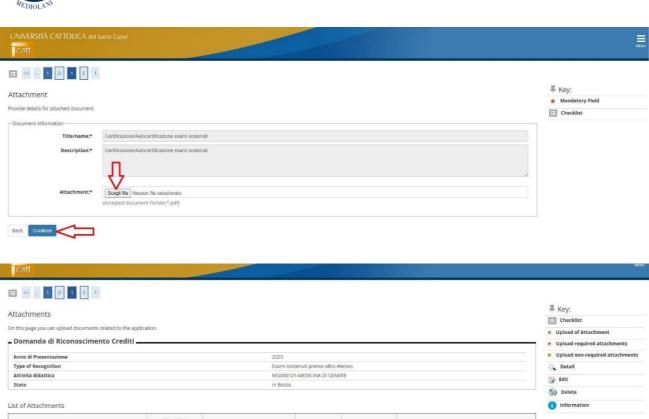


You will need to insert attachments:

- 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.





No. Attachments Actions

Actions

9 (1) 9 (2)

96



Attachment type

Attachment type

Taken Exams Syllabus

Taken Exams Self-certification/certification

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"

File extension

File extension

*.pdf

*.pdf

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	

Status

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

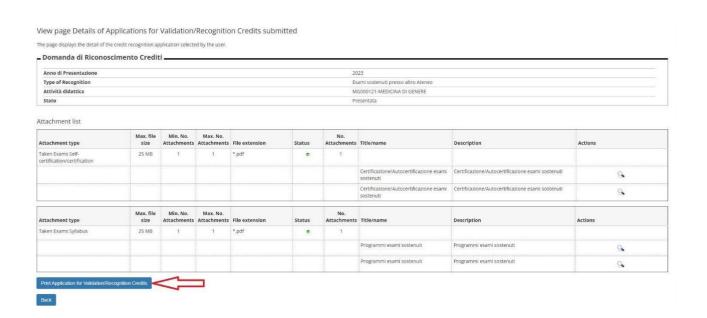
Attachment type	Max. file size	Min. No. Attachments	Max. No. Attachments	File extension	Status	No. Attachments	Title/name	Description	Actions
Taken Exams Self- certification/certification	25 MB	1	1	*.pdf	e	1			
							Certificazione/Autocertificazione esami sostenuti	Certificazione/Autocertificazione esami sostenuti	<u>Q</u>
							Certificazione/Autocertificazione esami sostenuti	Certificazione/Autocertificazione esami sostenuti	9.
	Max. file	Min. No.	Max. No.			No.			
Attachment type	size	Attachments	Attachments	File extension	Status	Attachments	Title/name	Description	Actions
and the second second second		Attachments	Attachments	*.pdf	Status	Attachments	Title/name	Description	Actions
Attachment type Taken Exams Syllabus	size	Attachments 1	Attachments			Attachments 1	Title/name Programmi esami sostenuti	Programmi esami sostenuti	Actions





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.