Procedure for validation of educational activities undertaken abroad
Piacenza and Cremona Campus

1. Create a Program Plan (PP) and set out the equivalence between exams taken abroad and Cattolica exams. Once you have done this for all activities undertaken abroad, submit the PP for evaluation by the professor responsible for exam recognition.

2. The professor will assess the equivalence between exams and will accept it or not. When the evaluation has been completed, the PP will be marked as evaluated and you will be able to add any changes to it. After adding any changes you must submit the PP again for evaluation, so that the professor can see the changes.

3. Following mobility abroad, you must ask the host university to send your Transcript of Records (ToR) to Università Cattolica del Sacro Cuore, Piacenza-Cremona. The original paper version of your ToR must be sent by the host university to Università Cattolica del Sacro Cuore, Piacenza-Cremona, to:

   Polo Studenti-Sede di Piacenza (Student Services-Piacenza Campus)
   Università Cattolica del Sacro Cuore
   Via Emilia Parmense, 84
   29122 Piacenza, Italy

   The original paper version of your ToR is also accepted if you submit it in person to Student Services, Piacenza Campus. A digital version of your ToR is only accepted if it is sent directly by the host university to Student Services-Piacenza Campus *Polo Studenti-Sede di Piacenza* (supporto.programmrammiesteri-pc@unicatt.it).

4. *Student Services (supporto.programmiesteri-pc@unicatt.it) recieves your Transcript of Records and then sends you the following email:*

   Dear Student,

   Please read this email carefully since it sets out important information about officially registering results of exams taken abroad.

   • We have received your Transcript of Records and uploaded it to the portal so you can now initiate the process of registering/validation via the online portal.
   • You do not need to create a new Program Plan. You can use the plan you created before departure and indicate which exams were taken and passed abroad by entering the date and the grade obtained.

   If you did not undertake an approved activity abroad, if you did not pass the course exam or if you do not wish an exam result to be registered, flag the activity abroad as "activity not undertaken or that will not be undertaken".
   • Once you have completed the form, you need to "validate" the Program Plan, i.e. confirm your request for registration. Only at this point will the professor responsible for exam recognition receive an automatic email which will allow them to enter your Italian UCSC grade which will then be convalidated.

• If you have queries about the exams to be validated, please note that you need to contact the PROFESSOR in charge of exam recognition.
• Loading your exam results onto your iCatt page may take 30-60 days from receipt of your ToR since it depends on Faculty Board timing, so you will need to wait for the process to come to a conclusion.

Please note:
• for any technical problems with the portal, you can email the International Office at programmi.internazionali-pc@unicatt.it.
• if you are graduating (i.e. if you have already submitted your application for your final exam in an upcoming exam session) or if you have a reasonable request for urgent uploading of your exam results on your iCatt page, contact: supporto.programmiesteri-pc@unicatt.it.

5.   You validate your PP. The professor then uploads those grades corresponding to UCSC exams that were approved by the professor during evaluation.

6.   The professor responsible for exam recognition puts the UCSC grades into the PP and then creates the report that will be presented for approval at the Double Degree and International Mobility Commission meetings and at Faculty Board meetings (for the Faculty of Economics and Law) or at Faculty Board meetings (for other faculties).

7.   After approval has been issued, Student Services will put UCSC exams into student records which at that point will be visible to students in iCatt.

N.B. Equivalence

When students return from mobility abroad, they can obtain recognition of exams taken at the host university. Correspondence with Italian exams is agreed with the academic contact before departure and is set out and tracked through the Tracking Portal. Note that a professor can validate complete exams or part of an exam (modules). If just a module is validated, it will appear as a stand-alone exam when registered in student records by Student Services according to timing dependant on receipt of the ToR. The remaining module will be treated as another stand-alone exam to be taken in Italy which the student will have to have officially recorded. Enrolment for the exam session can be carried out via iCatt >Exam Enrolment.
Modular exams carried out partly abroad and partly in Italy will therefore appear in student records as two separate examinations with two separate grades.

N.B. for validations ahead of final exam for graduation

Be aware that in order to be able to submit your degree application at your final exam, you must respect the
submission terms and curricular requirements set out by the faculties (available online). Therefore, upon return from an international project students must organise exam equivalence on the Tracking Portal in good time (in agreement with the professor responsible for exam recognition).

You should be advised that following constraints affect timing of validation of grades from abroad:

For the Faculty of Economics and Law:
1) Double Degree and International Mobility Commission meetings are held 10 days before the Faculty Board meetings and
2) Faculty Board meetings are held once a month.

For the Faculty of Agriculture, Food and Environmental Sciences:
1) Faculty Board meetings are held once a month.

For the Faculty of Education:
1) Faculty Board meetings are held once a month.

Be aware that the Double Degree and International Mobility Commission meetings and Faculty Board meetings are not held in the month of August.

It is therefore necessary that your Transcript of Records (ToR) reaches Student Services (in the ways set out in this document) from 30-60 days to **no later than 15 days before** the programmed date of the Double Degree and International Mobility Commission meeting to be used. Students will see their exam results uploaded into student records **a few working days after the Board meeting**, depending on the time necessary to process the data.

While waiting for the Faculty Board to convalidate exams taken abroad, you can only submit your application for graduation with no administrative block **if the process has been completed in advance**
on the Tracking Portal, in agreement with the relevant professor.

Important: Remember therefore that, upon return from an international project, if you intend to graduate during a session soon after the end of the semester abroad, you will only be able to graduate in that session if the host university abroad has sent your ToR to supporto.programmiesteri-pc@unicatt.it in line with the timings set out in this document. It is your reponsibility to make sure that the relevant office of the host university abroad sends your ToR, and you must also immediately inform Student Services that your grades from abroad need to be validated ahead of the next graduation session (supporto.programmiesteri-pc@unicatt.it).

Be aware that if the required documentation is not received by the due dates (no exceptions are permitted), students can only graduate in later graduation sessions.

Remember that International Relations have provided you with a useful guide on how to use the Tracking Portal. Please read this carefully.