



## **ACADEMIC REGULATION ON THE RECOGNITION OF THE FORMATIVE CREDITS**

### **Art. 1 – Field of application**

1. The present regulation shall regulate the following procedures:

- a) Submission of the application of the formative credits (hereinafter referred to as CFU);
- b) Principles and guidelines on the recognition of the CFU;
- c) The rules regulating the recognition of the CFU, in case the regulation of the individual Course of Study shall not define its own regulation pursuant to the guidelines provided for in the present Regulation.

### **Art. 2 – Definitions**

- a) The recognition of the formative credits is intended as:
- b) Validation of the exams, attribution of the CFU related to the formative activities corresponding to the certification of the said credits issued by eCampus University or another Italian University;
- c) Validation of exams carried out abroad, or attribution of the CFU related to the formative activities corresponding to the certification of said credits issued by a foreign University;
- d) Recognition of formative activities, or attribution of CFU related to formative activities to whose realization the University has contributed;
- e) Recognition of professional activities, or attribution of CFU as a consequence of professional activities.

### **Art. 3 – Submission of the application for CFU recognition**

1. The application for CFU recognition shall be submitted before, or along with the registration application, using the specific application forms provided in the official portal of the University, pursuant to the procedures specified therein.
2. With the aim to ensure stability and legal certainty to the students' careers, may be presented requests for modification of integration to the application for CFU recognition, within 30 days from the matriculation. In no case shall be required the recognition of activities concluded after the matriculation.
3. One submitted the application for CFU recognition, the students may proceed with the matriculation; the CFU eventually recognized following the assessment of the application shall automatically be integrated into the students' career.
4. The assessment of the CFU recognizable for the purpose of the matriculation shall be valid only if the matriculation processes completed within 31 July of the academic year to whom the assessment is referred.
5. The CFU recognized by virtue of specific agreements shall be evaluated only in case of income students from Italian Universities.

**Art. 4 – Recognition of CFU on the basis of art. 2 letter a) – validation of activities carried out at the University or at another Italian University**

1. The students coming from other course of study and/or already in possession of academic titles (such as Bachelor's Degrees, Old System Degrees, Specialist Degree, Master's Degree) may apply for the validation of the implemented exams, pursuant to the modalities provided for in the present article.
2. The University shall validate the examinations carried out at eCampus University or at another Italian University, thus recognizing the related CFU.
3. In no case shall be validated the formative activities (although quantified in CFU) carried out at institutions not falling under the National University System, or forming part of the formative offer not related to a Degree Course or to an Academic Master.
4. Without prejudice to what is indicated in the previous paragraphs, shall be validated and recognized the CFU related to the formative activities fulfilling the following requirements:
  - a) Identity of SSD between the subject provided for in the Study Plan of the target course of study and the source course of study;
  - b) Identity of Academic Recruitment Field between the subject provided for in the target course of study and in the source course of study, upon verification of the compatibility of the study programmes.
5. The validation shall be carried out for a number of CFU equal to the amount of CFU provided for the formative activity subject to the validation and up to the CFU object of the validation; eventual remaining CFU (less than 6 CFU) may be used as compensation for other courses provided for in the Study Plan.
6. If course object of the recognition request is characterized by a number of credits lower with respect to the course provided for in the Study Plan of the target course of study eCampus University shall recognize said amount of credits. The professor in charge of the course shall be entitled to define the modality of implementation of the credits needed for the integration.
7. The formative activities not fulfilling the requirements provided for in paragraph 4, if coherent to the learning pathway, and in application of the criteria provided for in paragraph 5 and paragraph 6, may be recognized as optional formative activities, within the limits provided for in the study plan of the course of study into which the student intends to register.
8. In case the course for which the student is requiring the recognition belongs to an Old System Degree, the criteria of recognition shall be the following:
  - a) The six-month courses shall be evaluated up to a maximum of 6 CFU, the annual courses up to a maximum of 15 CFU on the basis of the total hours of the course;
  - b) The identification of the SSD and the Academic Recruitment Field shall be carried out on the basis of the affinity of the teaching programme of the examination object of the recognition application with the declaratory judgement in force at the moment of the submission of the application.
9. For the purpose of the evaluation of the requirements indicated in paragraph 4, the definition of the Academic Recruitment Field and SSD shall be considered as in force at the moment of the submission of the application.
10. The University shall not validate the CFU related to the final dissertation; only in case of incoming students from an Italian University shall be recognized CFU not related to a particular examination.

11. For the purpose of the calculation of the grades validated shall be taken into consideration the grade attained at the source University/Course of Study; if the student requires the validation of two exams for one exam of the target course of study, the grade shall be equal to the weighted average of the two exams; finally if the activities object of validation was registered in the source University/Course as a qualifying examination, such examination shall be conferred a grade equal to the weighted average of the validated examinations.

12. In the absence of specific derogatory rules defined by the Regulation of the Course of Study:

- a) The validation activity shall be carried out by the central office for the recognition of the CFU;
- b) The central office for the recognition of the CFU, at the beginning of each academic year, shall acquire from the Directors of the Courses of Study the general criteria they shall comply with regard to:
  - i. The verification provided for in letter b) paragraph 4;
  - ii. The evaluation of coherence required in paragraph 7;
  - iii. The evaluations/identifications provided for in paragraph 8;
  - iv. The evaluations provide for in art. 5 paragraph 1, 2 and 4.
- c) If the general criteria provided for in the previous letter does not cover a specific situation, the central office is entitled to request a specific opinion to the director of the course of study;
- d) The CFU attained shall under no circumstances be considered obsolete.

#### **Art. 5 – Recognition of CFU on the basis of art. 2 letter b) – Validation of activities carried out at a foreign University**

1. The incoming students with academic titles attained abroad may request for the validation of the examinations they already completed, pursuant to the modalities provided for in the present article.

2. The University shall validate the examinations (and recognize the related CFU) carried out abroad, subject to the verification of their actual implementation and completion.

3. In no case shall be validated formative activities carried out in not falling under the National University System; the evaluation shall be carried out pursuant to the current legislation, including any International and bilateral agreements.

4. In order to apply for the recognition of activities carried out abroad, the student shall submit the dedicated application form with the following documents attached:

- a) Secondary School Diploma with relative declaration of equivalent value;
- b) Original Academic Title (translated into Italian) with relative declaration of equivalent value;
- c) Certificate issued by the competent academic authority certifying the passed examinations (hours of theoretical-practical didactic activity, grades...) along with the relative certified programmes translated into Italian (Certificate and programmes may be replaced by the Diploma supplement).

5. In case the examination for which the student required the recognition does not have a value in CFU/ECTS, the value in CFU shall be obtained from the effective hours of didactic activity (8 hours = 1 CFU).

6. The recognition of CFU acquired abroad shall follow the criterion of prudence, therefore the central office for the recognition of CFU, in case of doubt about a foreign authority, shall inform the Director of the Course of Study, whom shall deliberate on the matter.

7. The rules provided for in art. 4 shall be applicable for anything that is not compatible with the present article.

8. The examinations having as a subject matter foreign law may be recognized only in case the target course of study provides for examinations related to International Law, European Union Law, Compared Law and Roman Law; in the other cases the aforementioned examinations may be recognized as optional examinations, within the limits provided for in the study plan of the target course of study.

9. The rules provided for in the present article shall not be applicable to recognized international programmes for student mobility (ex. Erasmus), nor to the bilateral/plurilateral agreements stipulated by eCampus with foreign Universities.

**Art. 6 – Recognition of CFU pursuant to art. 2 letter c) - Recognition of Didactic Activities – Recognition of Professional Activity**

1. The post-secondary didactic activities (to which eCampus University has actively contributed) shall be recognized exclusively in substitution to optional activities.

2. The professional activities/IT knowledge/Linguistic knowledge certified in accordance with the current legislation shall be recognized exclusively in substitution to optional activities.

3. The present article provided for the recognition of maximum 12 total CFU.

4. The periods of internship/stages/civil service may be recognized as curricular internship if the latter is provided in the study plan (1 CFU = 8 hours of activity). In any case, the activities shall be coherent to the chosen learning pathway.