



SAPIENZA
UNIVERSITÀ DI ROMA

Recognition of study periods abroad

Graziella Gaglione

International Office

Head of Non-EU Mobility and International
Education Agreements Unit



Italian University system

The **Italian University QF** is structured in 3 cycles: the 1st cycle academic degree, that is the "Laurea" (Bachelor degree), grants access to the 2nd cycle, the "Laurea Magistrale" (Masters degree), corresponding to the 2nd cycle and giving access to the 3rd cycle (doctoral/PhD programmes resulting in the degree called "Dottorato di Ricerca"; *Specialty Schools for Medicine, Psychology, Law, Cultural heritage, etc. are not included in mobility programmes*).

The European Credit Transfer System (ECTS) is used by Italian universities to evaluate and measure the workload of single courses, as well as entire qualifications. ECTS credits represent the total student workload (class time, individual study, exam preparation, practical work etc) needed to complete a course/module/degree. According to Italian legislation, one ECTS/ CFU credit is equivalent to **25 hours**.

Exams are graded using a grading scale of 30, where 18 is the minimum passing grade and 30 cum laude the highest grade.

Admissions are based on the degree and on national tests.

For further information on the Italian Higher Education System, please visit: <http://www.miur.it/guida/guide.htm> .



Ministry of University and Research (MUR) Fundings

State Funding Rules: Italian Higher Education Institutions receive from the State (MUR) yearly funding called *Fondo di Finanziamento Ordinario* (FFO). A small part of the FFO assigned to the universities is dedicated to the support of students' outgoing mobility. This part of the FFO is called **Fondo Giovani (*Youth Fund*)** and it is aimed at integrating the EU Erasmus+ mobility grants (at least 70% of resources available) and at enhancing international mobility to non-EU countries (no more than 30% of resources).

The Youth Fund is calculated on the basis of how many credits the Italian Higher Education Institutions do recognize to the outgoing students once they come back from their mobility period. In order to be eligible each student has to **earn at least 12 credits per mobility period**.

Indicators related to Internationalization contribute to the calculation of the main quotas of the FFO based on the standardized cost of regular students and .

The International Area goals and offices

Research Office

Units:

- Bilateral Agreements
- Researchers Mobility and European socio-cultural Programmes
- Development Cooperation, Networks and Financial Planning Support

Education Office

Units

- Erasmus+ EU Mobility
- International Marketing
- Non-EU Mobility and International Education Agreements Unit

Recognition of foreign qualifications

Equivalence of foreign academic qualifications

Italian universities, in their autonomy, evaluate foreign academic qualifications, according to Art. 2 and 3 of Law 148/02, in order to issue similar Italian degrees/titles.

The application for equivalence must be addressed to a University whose Statute includes a study programme that is comparable to that completed abroad.

Among the requested documents we remember:

- the "Diploma" or official document attesting the achievement of a foreign degree of university level
- a "certificate" or official document with a list of subjects included in the curriculum or study plan
- the Diploma Supplement or the so-called "Declaration of Value" (DV), issued by the competent Italian authorities abroad.

Equivalence of PhD

To request the equivalence of doctorates awarded by foreign universities (PhD) it is possible to apply to the office VI of the Directorate General for Student, Development and Internationalization of Higher Education (Via M. Carcani, 61 - 00153 ROME) contacts: dgsinfs.ufficio6@miur.it - tel. +39 06.5849.7061

For all the information related to the application and the documents to be attached [click here](#) .



Management and Accountability of students mobility

Given the number of programmes and students it has been a priority for Sapienza Relint to organize informatically the collection of data on students mobility.

The students careers are handled through 2 main **informatic systems** that interchange information flows.

INFOSTUD: is the informatic system that registers all the data of enrolled students.

ORGANIZER: is the informatic system that registers all outgoing students for exchange periods abroad.

Data from both systems are fed into the **ANS - Anagrafe Nazionale degli Studenti**.

INFOSTUD and ORGANIZER exchange information flows to manage the mobility according to dedicated scholarships and collecting all necessary data on credit recognition.



Credit recognition for the following activities

University Regulation was adopted in 2015 for credit recognition

https://www.uniroma1.it/sites/default/files/field_file_allegati/prot34128_regolamento_mobilita_studentesca_riconoscimento_periodi_studio_formazione_estero.pdf

Study periods – course's attendance and exams

Thesis research – research made abroad under a double supervision by home professor and hosting institution supervisor

Traineeship/Internship according to the available credits per study programme

No mobility windows for bilateral agreements exchange

Mobility windows within **double, multiple and joint degrees** (structured exchange)

Civis experience - our European University Alliance



International Office informatic tool for OUTGOING students' mobility management

https://relint.uniroma1.it/so2013_sapienza/login.aspx?ReturnUrl=%2fso2013_sapienza%2fICS_documenti.aspx%3fid_straniero%3d22822&id_straniero=22822

SOCRATES
ORGANIZER

Accedi

E-mail:

Password:

Accedi

Sistema sviluppato da Cantieri Informatici S.r.l - www.cantierinformatici.com

After you logged in, you can choose the type of mobility (different programmes available).

Seleziona l'utenza con cui ti vuoi connettere

Seleziona

- relint (contesto UE)
- relint_accordi_bilaterali (Accordi Bilaterali)
- relint_altro (Altre mobilità)
- relint_doppio_titolo (Doppio Titolo)
- relint_extra_ue (ErasmusWorld)

Accedi

Sistema sviluppato da Cantieri Informatici S.r.l - www.cantierinformatici.com



The International Office adds a new outgoing student through the matricola/identification number and selecting the type of mobility.

Utente: relint_accordi_bilaterali | Anno accademico: << 2017-2018 >> | Imposta | Logout

SOCRATES
ORGANIZER

- Anno Accademico
- Pannello di Controllo
- Gestione ACCORDI
- Gestione Sapienza
- Gestione Partners
- Gest.Pag.Pers Studenti OGS
- Gestione Studenti OGS
- Nuovo Studente OGS**
- Gestione Studenti ICS
- Gestione Documentazione
- Statistiche (in corso di sviluppo)
- Gestione Pagamenti
- Collegamenti

Matricola:

Programma:
Seleziona...
Altro
Bilateral Agreements for Student Exchange
Doppio titolo
Erasmus+ ICM

Sistema sviluppato da Cantieri Informatici S.r.l. - www.cantierinformatici.com

← Add a new student

The International Office sends an email from the database providing the student with the necessary information on the scholarship.

Utente: relint_accordi_bilaterali | Anno accademico: << 2017-2018 >> | Imposta | Logout

SOCRATES
ORGANIZER

<< Torna all'elenco | Copia della Domanda | Elimina Studente | Modifica Studente

Studenti OGS 2017-2018

Invia E-mail Lettera di Convocazione

Inviata il 02/02/2018 17:12:35

Nome: ALICE Cognome: BIAGGI Matricola: 1446878 Sesso: F Tipo utenza accordo: Accordi Bilaterali

Nato/a il: 09/04/1992 Luogo di nascita: ROMA (RM)ITALIA Codice fiscale: BGGCLA92D49H5011

Nazionalità: ITALIA Studente disabile: Autorizza comunicazione recapiti ad altri studenti:

Anagrafica | Dati Accademici | Info Borsa | EILC | Info Soggiorno | Accommodation | Info Finanziarie | Domanda Erasmus | Progetto Studi | Convalida | Autocertificazione | Note Pagato | Note

Salva modifiche | Annulla

Dati personali Indirizzo per le comunicazioni



The International Office assigns the scholarship; the student accepts the scholarship assignment and so her/his personal page is activated.

Utenete: relint_accordi_bilaterali | Anno accademico: << 2017-2018 >> | Imposta | Logout

SOCRATES
ORGANIZER

- Anno Accademico
- Pannello di Controllo
- Gestione ACCORDI
- Gestione Spazienza
- Gestione Partners
- Gest.Pag.Pers Studenti OGS
- Gestione Studenti OGS
- Nuovo Studente OGS
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Salva modifiche

Informazioni sulla borsa di studio

Studente della facoltà di: Medicina e Psicologia - **Studente SEMP:**

Data domanda Erasmus: 02/02/2018 Mesi residui: (se non specificato, verrà usato 24 come valore)

Borsa: Accordo dal 2017-2018 al 2020-2021 - Cod. borsa: 203221 | Nazione: UNITED STATES | Nome Istituto: University of California, San Diego - School of Medicine | Cod. Eur.: | Durata: 6 | Codice Area: 00 | | resp. italiano: Di Somma Salvatore | Liv.: 1, 2, 3 | Fuori IC: no

RAM: Giovanni Battista Orzi (MEDIC2_EXTRA_UE)

Progetto: AccBi_Angel_1

Progetto finanziario:

Programmi: Bilateral Agreement for Student Exchange

Assegnatario Disposto Senza borsa Senza borsa Contratto Finanziario firmato dallo studente Percepisco una borsa per Dottorato o DOPPIO TITOLO Intendo svolgere ricerca tesi all'estero Intendo partire nel ciclo di studi successivo all'attuale Candidatura online
(Spuntando "Assegnatario" si permetterà allo studente di accedere alla Pagina Personale da dove potrà effettuare l'Accettazione provvisoria della borsa, che verrà segnalata dalla spunta su "Accettazione")

Semestre: II

Albo:

Accettazione Rinuncia Contratto Ricevuto Promemoria chiusura pratica Ritiro Cartellina

Referente fuori facoltà:

After accepting the scholarship, the student can access her/his personal page and upload or download relevant documents before, during and after mobility.

DATI DELLA BORSA | HELP DESK | DISCONNETTI

PAGINA PERSONALE

Studente

Nome: ALICE
Cognome: BIAGGI
Facoltà di appartenenza: Medicina e Psicologia

Dati della borsa

DURATA: 6 mesi
ANNO: 2017-2018

DATI DELLA BORSA | HELP DESK | DISCONNETTI

PAGINA PERSONALE

UPLOAD DOCUMENTI

Sfoglia, seleziona il file desiderato, quindi clicca su "Upload".

Carta d'imbarco

Allegare tutte le pagine della carta d'imbarco in un unico file .pdf oppure .jpg Convalidato [] Sfoglia... Upload

Contratto (.pdf) Convalidato [] Sfoglia... Upload

Lettera di accettazione (.pdf) Convalidato [] Sfoglia... Upload

Itinerario di viaggio (.pdf) Convalidato [] Sfoglia... Upload

Certificato di arrivo (.pdf) Convalidato [] Sfoglia... Upload

Documento d'identità (.pdf) Convalidato [] Sfoglia... Upload



Before her/his departure, the student needs to complete her/his learning agreement filling out the relevant page of the informatic system through her/his personal page. The personal page is linked to his academic career available on INFOSTUD. This is important, because he will be allowed to put **ONLY** her/his missing **EXAMS** according to his academic career. He can fill out the form also in case of **RESEARCH FOR THESIS**.

Exams in the host Institution

DATI DELLA BORSA | HELP DESK | DISCONNETTI

PAGINA PERSONALE

[Torna alla Pagina Personale](#)

LEARNING AGREEMENT - STEP 1/2

Corsi/moduli/attività che si intendono effettuare all'estero sulla base delle informazioni disponibili

Vai alla maschera di inserimento

Search:

Codice del corso (se applicabile)	Titolo del corso / practical work / preparation or research for a thesis	Semestre	Crediti Ects	
1	2	I	3,00	Elimina
4	5	I	6,00	Elimina

Totale dei crediti inseriti: **9,00**

Exams to be recognized at Sapienza and to be chosen from her/his own academic carrier

Corsi/moduli/attività riconosciuti presso l'università La Sapienza

Vai alla maschera di inserimento

Search:

Codice del corso (se applicabile)	Titolo del corso / practical work / preparation or research for a thesis	Denominaz. modulo parziale	Semestre	Crediti Ects	
AAF1149	ALTRE CONOSCENZE UTILI PER L'INSERIMENTO NEL MONDO DEL LAVORO		I	3,00	Elimina
1044427	ECONOMIA DELL'IMPRESA E DELLA PRODUZIONE		I	6,00	Elimina

Totale dei crediti inseriti: **9,00**

Compilare i campi sottostanti per aggiungere i corsi e/o i moduli e/o le attività che si intendono effettuare sulla base delle informazioni disponibili.

Gentile studente, qualora tu voglia inserire un esame straniero in sostituzione di un esame italiano che non compare nel tuo piano di studi, devi necessariamente contattare il Referente didattico preposto all'approvazione del percorso formativo.

Insegnamento: *
[MANAGEMENT DEI MERCATI DI FORNITURA (Crediti: 9, Codice: 1038104) ▼]

Se hai selezionato l'opzione "Ricerca" non devi compilare i campi sottostanti relativi ai Crediti ECTS e alla denominazione del Modulo parziale

Se si intende sostenere:

- ▶ Parte di Tesi, Parte di Tirocinio/Internati

o, solamente per gli studenti di Farmacia e Medicina, Medicina e Odontoiatria e Medicina e Psicologia:

- ▶ Parte dei Corsi Integrati



Students can fill out the form also in case of RESEARCH FOR THESIS: only part of the credits normally assigned for the thesis can be recognized.

Storico L.A./C.F.

Learning Agreement

Esami Estero

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn / spring] [or term]	Number of ECTS credits to be awarded by the receiving institution upon successful completion		
TH	Research for thesis	II	10,00		
			Totale: 10,00 crediti		

Esami Italiani

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Naming partial course	Semester [autumn / spring] [or term]	Crediti Insegnamento	Number of ECTS credits to be awarded by the receiving institution upon successful completion
AAF1016	PROVA FINALE	Ricerca tesi	II	18,00	10,00
					Totale: 10,00 crediti

↑

Total number of credits for thesis

↑

Partial number of credits for thesis that can be recognized



At the end of her/his mobility, the student has to start the recognition process through her/his personal page. The Transcript of Records (ToR) received by her/his host Institution has to be equal to her/his learning agreement and uploaded on the system!

PAGINA PERSONALE

CORSI/MODULI SOSTENUTI

Informazioni importanti

Una volta rientrati dal soggiorno Erasmus, una volta in possesso del Transcript of Records DEFINITIVO, compilate le sezioni relative ai corsi/moduli sostenuti all'estero.

Ti appariranno le materie inserite nel LA / CF. Dovrai quindi, per ogni attività, inserire il voto/giudizio e se è stata sostenuta o meno.

Una volta terminato premere su "Termina inserimento" nel pannello "Operazioni disponibili" che si trova in fondo a questa pagina.

Corsi/moduli sostenuti

Inserisci tutti i campi contenuti nel transcript ricevuto dall'università come nell'esempio sottostante.
Nel campo **voto** dovrai inserire il testo: **Notable, Nota: 7,50 ; ECTS Grade: B**
Nel caso di tirocinio che non prevede voto inserire nel campo voto il testo "senza voto".

Per favorire la convalida degli esami sostenuti ti preghiamo di inserire tutte le informazioni presenti nel transcript.
In caso non corrispondano i crediti, verranno aggiornati dall'ufficio.

Asignaturas y Créditos (Modules and Credits)

Cód. Asig. (Module Code)	Denominación Asignatura (Module Course Unit)	Calificación (Local Grade) (1)	Nota	Calif. ECTS (ECTS Grade) (2)	Créditos ECTS (ECTS Credits) (3)
1029-307	ANALISTS DE LA ACTUALIDAD	NOTABLE	7,50	B	6,00

Esami svolti durante il periodo all'estero

Titolo corso estero	Codice corso estero	Crediti Ects estero	Voto	Non superato/non sostenuto
2	1			<input type="checkbox"/>
3	2			<input type="checkbox"/>

Totale dei crediti inseriti: **7,00**













The student has to fill out the blank fields with the grades attained for each exams or indicate «Passed» in case of research for thesis.

In this table there will appear the same exams indicated in the learning agreement/change form.



The professor in charge of the recognition process will send, through the system, a grade conversion proposal to the student (**based on policies and guidelines established by the Council of the study program or by the Department**).

If the student accepts, the certificate of conversion will be transmitted to INFOSTUD and the credits will be transferred directly to his academic career (also in case of research for thesis).

Documento d'identità (.pdf)	Convalidato [X]	 
Modulo di prolungamento (.pdf)	Convalidato []	<input type="button" value="Sfoggia..."/> <input type="button" value="Upload..."/>
Learning Agreement (.pdf)	Convalidato [X]	 
Change Form (.pdf)	Convalidato []	<input type="button" value="Sfoggia..."/> <input type="button" value="Upload..."/>
Certificato di frequenza (.pdf)	Convalidato [X]	 
Transcript of records/Dichiarazione lavoro svolto (.pdf)	Convalidato [X]	 
<small>Ti ricordiamo che, dopo aver caricato il Transcript of Records o la Dichiarazione lavoro svolto, dovrai compilare i relativi dati andando nella sezione "Procedure on line: Compilazione Learning Agreement/Change form - Validazione ToR per convalida" della pagina personale e cliccando su "Transcript or records", non appena questo link sarà visibile</small>		
Convalida in trentesimi (.pdf)	Convalidato [X]	 

The student can refuse the grades proposed by the professor. And the flows starts again.



At the end of the recognition process all exams done abroad are registered in the student's academic career, including credits and grades.

Matricola: 1551024 Nominativo: CARLO PERRONE
 Facoltà: ECONOMIA
 Corso di studi: MANAGEMENT DELLE IMPRESE [LM (DM 270/04) - ORDIN. 2016] (codice : 28234)
 Anno Immatricolazione: 2016/2017
 Anno Ultima Iscrizione: 2017/2018

Esami Certificati

Settore	Descrizione	Codice	Crediti / Annualità	Anno Accademico	Data Sostenimento / Convalida	Voto	Tipologia Esame
SECS-P/01	ECONOMIA INTERNAZIONALE CORSO AVANZATO	1035825	6.0	2018	01/02/2018	28 / 30	S
SECS-P/08	CORPORATE AND MARKETING COMMUNICATION(a)	1044428	9.0	2018	10/01/2018	30 e lode	C
SECS-P/08	DIGITAL MARKETING(a)	1044459	9.0	2018	10/01/2018	30 e lode	C
SECS-P/10	ORGANIZZAZIONE E SVILUPPO DELLE RISORSE UMANE CORSO AVANZATO(a)	1047612	9.0	2018	10/01/2018	30 e lode	C
SECS-P/08	RISTRUTTURAZIONE DELLE IMPRESE	1047620	9.0	2017	20/07/2017	27 / 30	S
SECS-P/12	STORIA DELL'IMPRESA	1041839	6.0	2017	13/07/2017	30 / 30	S
SECS-S/03	METODI E TECNICHE DI VALUTAZIONE DEI PROGETTI	1026560	9.0	2017	13/06/2017	28 / 30	S
IUS/04	DIRITTO COMMERCIALE CORSO AVANZATO	1038106	9.0	2017	24/02/2017	29 / 30	S
SECS-P/08	STRATEGIE D'IMPRESA	1051491	9.0	2017	25/01/2017	27 / 30	S
SECS-P/08	MISURAZIONE DELLA PERFORMANCE	1051473	9.0	2017	17/01/2017	27 / 30	S

ESAMI SOSTENUTI: 10

Esami registrati via web non ancora certificati dalla segreteria amministrativa

Settore	Descrizione	Codice	Crediti / Annualità	Anno Accademico	Data Sostenimento	Voto
M-GGR/02	GEOGRAFIA E PIANIFICAZIONE TURISTICA	1017135	9.0	2018	21/02/2018	29 / 30

(a) questi esami sono stati verbalizzati a fronte dei seguenti esami sostenuti all'estero:

Codice	Denominazione	Voto	Ects
000	Corporate Networks	90 (Excellent)	2.0
000	HR Development	95 (Excellent)	3.0
000	Web Technologies in Business	80 (Excellent)	3.0

This is what appears to the student in Infostud.

The same data are transcribed in the Diploma Supplement.



International Office informatic tool for INCOMING students' mobility management

https://relint.uniroma1.it/so2013_sapienza/login.aspx?ReturnUrl=%2fso2013_sapienza%2fICS_documenti.aspx%3fid_straniero%3d22822&id_straniero=22822

SOCRATES
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Seleziona

- relint (contesto UE)
- relint_accordi_bilaterali (Accordi Bilaterali)
- relint_altro (Altre mobilità)
- relint_doppio_titolo (Doppio Titolo)
- relint_extra_ue (ErasmusWorld)

Accedi

Sistema sviluppato da Cantieri Informatici S.r.l - www.cantierinformatici.com



CIVIS is **one** of the first seventeen pilot **European Universities** selected by the European Commission



7 Languages



8
Universities



34
Nobel prizes



172
ERC grants



+ 25,000
PhD students in all research disciplines



+600
Undergraduate programmes including **+25** taught in English



700



Research groups



+1,400
Postgraduate programmes including **+400** taught in English



55,000



Staff members including **30,000** academics and researchers



384,000
students



civis.eu

[CIVISEuropeanUniversity/](https://www.facebook.com/CIVISEuropeanUniversity/)

[civis_eu](https://twitter.com/civis_eu)

Contact@civis.eu

CIVIS

A European Civic University

*CIVIS,
move in Europe
within the alliance!*

With the support of the Erasmus+ Programme of the European Union



With the support of the Erasmus+ Programme of the European Union

CIVIS

A European Civic University



CIVIS is a European Civic University formed by the alliance of eight leading higher education institutions across Europe. It brings together a community of more than **384,000 students** and **55,000 staff members** including **30,000 academics and researchers**. CIVIS aims to create a truly **unique European interuniversity campus** where students, academics, researchers and staff will move and collaborate as freely as within their institution of origin.

Five hubs are at the core of our strategy: **Health; Cities, Territories and Mobility; Climate, Environment and Energy; Digital and Technological Transformations; Societies, Culture and Heritage**

CIVIS PARTNER UNIVERSITIES

- Aix-Marseille Université (France)
- National and Kapodistrian University of Athens (Greece)
- University of Bucharest (Romania)
- Université libre de Bruxelles (Belgium)
- Universidad Autónoma de Madrid (Spain)
- Sapienza - Università di Roma (Italy)
- Stockholm University (Sweden)
- Eberhard Karls Universität Tübingen (Germany)

MISSIONS

- › **Research:** developing opportunities for extensive research collaborations with complementary approaches through open science, collaborative networks, shared research infrastructures, incentive funding for joint projects...
- › **Education:** creating an integrated university space for all through a research-based education, joint educational programmes, new learning pathways, MOOCs, Summer schools...
- › **Innovation:** building a new model for innovative and inclusive education through the development of a digital campus, learning tools with short-term, long-term and blended mobility programmes...
- › **Civic Engagement:** connecting **CIVIS** education, research and innovation to local needs and global challenges through participative council, the creation of interactive spaces called Open Labs to foster collaboration between citizens, local partners and universities...

A CIVIC IDENTITY AT THE FOREFRONT OF THE EUROPEAN VALUES

Rooted in their urban and regional landscape, **CIVIS** universities actively contribute to the social, cultural and economic dynamism at the local level, and promote European values such as **inclusiveness, gender equality, non-discrimination and social equity**.

CIVIS will forge richer interactions and co-creation of knowledge and skills with citizens, schools, enterprises, social and cultural associations.

A BRIDGE TOWARDS THE MEDITERRANEAN AND AFRICAN REGIONS

CIVIS aspires to become the European University Alliance of reference for connections with the Mediterranean and African regions. Our geographic locations, as well as the already established partnerships with Mediterranean and African institutions will be key assets in this respect.

- › Building new partnerships with Mediterranean and African academic institutions: university agreements, research projects, Summer schools...
- › Developing digital infrastructures to increase student mobility
- › Fostering research and educational collaborations to address joint challenges, interests and solutions



Graziella Gaglione

International Office (Relint)

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