



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Guidelines for Completing the Program Plan

Facoltà di Scienze bancarie, finanziarie e assicurative

Academic Team: exam conversion request

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Administrative team:

riconoscimento.esamiesteri@unicatt.it

- **Carefully read the instructions available at the link “Creazione Program Plan”.**
- Do not propose random correspondences: the proposed foreign course must cover (for a sufficiently wide part) the content of the Cattolica University course for which the conversion is being requested.
- When filling out the Program Plan, **all** the required information about the foreign course must be included. The course syllabus must be specified in **Italian** or **English**. The link must point to the specific course and not to the generic page of the foreign university.
- Please indicate in the notes of the program plan whether the proposed course is part of a master’s or bachelor’s program if it is not consistent with your degree course.
- The conversion will be based on the following parameters:
 - Consistency between the exam syllabus
 - Alignment of foreign credits/CFU and/or the number of hours of in-person lessons (note that one Unicatt CFU corresponds to 7 hours of in-person lessons, 25 hours of total workload)
 - Consistency of Master courses or Bachelor courses: students attending Master’s degree programs are invited to submit only Master-level courses for approval. Bachelor courses, even if present in the list of approved exams, will not be approved, except for a limited number of cases (e.g., 4th-year courses in a 4-year Bachelor program).
- Even courses proposed as *electives* must be consistent with Cattolica’s educational offerings.
- Also, include extra courses (esami sovranumerari).
- It is possible to include Unicatt exams from any semester and/or year of the degree program in the Program Plan (e.g., a student in a Bachelor’s program who is going abroad in the first semester of their second year can take abroad not only the exams for that semester, but also any exams from the first year they still owe, exams offered in the second semester of the second year, or third-year exams).
- The foreign course must have a comparable number of in-person lessons/credits to the corresponding Unicatt course. In the case of a significant disparity, it is possible to combine two or more foreign courses into one Unicatt course: in this case, the Unicatt course will be validated



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only if ALL the courses listed in the validated correspondence in the Program Plan have been passed.

- The correspondences valid for Double Degree programs may not be valid for other types of programs.
- Sometimes the foreign university may not offer courses corresponding to Cattolica courses. In this case, the exam must be taken at Cattolica.
- For students opting for Free Mover programs: it is advised to choose the destination after verifying the presence of courses compatible with the offered program.
- Unapproved correspondences before receiving the transcript will not be accepted.
- Historical Database: a list of conversions approved in the past. It is for reference only and does not imply that an exam approved in the past will necessarily be approved in subsequent years (e.g., course programs or credit numbers may change from year to year).

Additional information on grades conversion

- The transcript must be sent to riconoscimento.esamiesteri@unicatt.it
- It will be possible to choose which exams to convert.
- The grade conversion will be carried out based on the conversion tables published online.
- The recording of grades is done by the “Consiglio di Facoltà” (which meets once a month).