



UNIVERSITÀ  
CATTOLICA  
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## Academic guidelines for international programmes Facoltà di Scienze bancarie, finanziarie e assicurative

### Academic Team: Exam Conversion Request

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## General Guidelines for all International Programs

- The request for exam approval must be submitted **exclusively** through the Program Plan, which can be accessed from your iCatt page.
- The student is required to submit their program plan for evaluation BEFORE departing for the foreign university.
- Program plans can be modified after departure (instructions available at the link "Creazione Program Plan").
- Program plans submitted AFTER completing courses abroad will not be evaluated. Without prior approval of the Program Plan, the foreign course will not be accepted, and its grade will not appear in the student's academic record.
- A maximum of **2 semesters** abroad is allowed per degree program (maximum 2 semesters for a bachelor's degree, maximum 2 semesters for a master's degree). Double Degree programs are included in this count, while Summer Programs are excluded.
- A maximum of **30 credits** can be converted **for one semester, 60 credits for two semesters** (credits are cumulative with any credits obtained through Summer Programs).

## Additional Information – Summer Programme

- A student can participate in only one Summer Programme per degree programme (maximum 1 for the bachelor's degree and maximum 1 for the master's degree).
- Only requests for Summer Programs offered by Università Cattolica (available at the website: [https://goabroad.unicatt.it/goabroad-facolta-scienze-bancarie-finanziarie- e-assicurative#content](https://goabroad.unicatt.it/goabroad-facolta-scienze-bancarie-finanziarie-e-assicurative#content)) will be considered.
- Courses must be approved BEFORE departure: Program Plans related to Summer Programmes submitted after completing the courses abroad will not be evaluated. Without prior approval of the program plan, the foreign course will not be accepted, and its grade will not appear in the student's academic record.
- Only one exam can be converted for a maximum of 10 credits.



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## Specific Guidelines for Double Degree Programmes

- Students must submit the Program Plan listing ALL the exams in their study plan at the foreign university, including those that correspond with extra courses (esami sovrannumerari) at Cattolica.
- The mapping of correspondences between foreign exams and Cattolica exams is fixed, and students must adhere to it. Changes will not be accepted, with the only exception being modifications to the host university's offerings.
- The Program Plan must be completed BEFORE departure.
- Exams required during the period at Cattolica must be taken at Cattolica. Additional conversions beyond those required for the year abroad at the foreign university are not allowed. If a student has not passed a Cattolica exam before departing for the year abroad, the exam must be taken upon return.
- For double degree programs that require taking certain courses in advance, students intending to apply for admission are advised to include the request for early course enrollment in their study plan submission scheduled for October.
- ALL exams required by the foreign university's study plan must be completed abroad. If the corresponding Cattolica exams have already been passed, the foreign exams will be converted to extra exams.
- It is not allowed to reject the grades of exams taken abroad.
- Double Degree students (except for the DD with Fordham) can present their thesis topic starting from the January following the year of departure (e.g., departure in September 2024, thesis topic can be presented from January 2025).

## Specific Guidelines for the Double Degree Program at the University of Groningen

- Students in the Double Degree program at the University of Groningen will write their thesis under the supervision of a UG professor. The thesis will also be considered valid for Cattolica and does not need to be discussed upon return. The grade assigned by the University of Groningen will be converted into thesis points according to the conversion table published online.
- Students must send the official thesis evaluation by email to [internazionale.sbfa@unicatt.it](mailto:internazionale.sbfa@unicatt.it).
- Students must apply for the thesis following the instructions and deadlines of Unicatt, indicating Prof. G. Petrella as the Supervisor.



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