

# UNICAMILLUS

Guide for presenting a credit recognition request

UniCamillus – Saint Camillus International University of Health Sciences – Via di Sant'Alessandro 8 - 00131, Rome - <u>www.unicamillus.org</u> <u>info@unicamillus.org</u> Certified Email: <u>office.unicamillus@pec.it</u> Phone: +39 06 40 06 40 Tax Code: 97962900581 - VAT Number: 15031161001



## **1. Credit Recognition**

It is possible to present a recognition of previously earned credits on the student's portal, after completing the online enrolment procedure.

Asprovided for in the Art. 14 of the Student's Regulation, the procedure for requesting a credit recognition must be carried out within 30 days from the enrolment and/or the enrolment renewal through the Student's Portal (Gomp)

Career 🚾					
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Career	Study Plan	Didactic Assessment Questionnaires	Intermediate Test Reservation	Exam Reservation	Learning Material
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Digital File	Applications	Title Attainment	Enrollment Renewal		

In the section "Career", subsection "Applications".

Select "Credits Approval Application".

Home > Carriere					
Applications 💽					
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Course of study Transfer Confirmation		Outgoing Transfer Application	Withdrawal from studies Application	Credits Approval Application	



### Select "ISTANZA RICONOSCIMENTO CREDITI".

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Home > Carriere > Domande	
Credits Approval Application 🖥	
ISTANZA RICONOSCIMENTO CREDITI	

#### Select "MORE ACTIONS" → "New application".

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Credits Approval Application 🗐	
ISTANZA RICONOSCIMENTO CREDITI	
Istanza riconoscimento crediti Istanza riservata a studenti iscriiti per il riconoscimento di attività extra-universitarie (idoneità linguistiche, seminari ecc.)	MDE ACTIONS -
No application filed	New application

#### Select the study course you are enrolled in:

Home > Carriere > Domande	
Credits Approv	al Application 🗐
<b>~</b>	
Select a course of study among the ones listed below	
30005 - Medicine and Surgery	
BACK	

In the "Exams" section, you will need to add all the exams for which you want to request the recognition by clicking on "MORE ACTIONS"  $\rightarrow$  "Add exam":



		Exams			
					MORE ACTIONS -
Exam		NO EXAM	Credits/Year	Grade	
	ВАСК		CONFIRM		

In the declaration of the exam you will need to indicate:

- the academic year and the day you took the exam,

- its name,

- scientific-disciplinary sector,

- number of credits and result.

At the end, in the section "Attachment" you will need to upload:

- the examination certificate issued by the university of of provenance and the study plan,

- the examination syllabus.

All the documents must be stamped and signed by the offices in charge of the university of provenance.

Fot italian university you can use the self-declaration (downloadable at this link <u>https://www.unicamillus.org/wp-content/uploads/2021/07/Mod 33-Self-declaration-for-exams.pdf</u>).

In the case of a non-Italian University, instead of the self-declaration, you will need to produce a certificate of the taken exams stamped and signed by the DMV of the University of provenance.

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The exam requires the acquisition of credits	
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Credits	0
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Once you have filled all the information, click on the green button "confirm" and you will be redirected to the "Declaration's last check", please verify all the data you filled and click on "confirm" again.

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Home > Carriere > Domande					
Credits Approval Application 🗐					
← ∢					
	Declaration's last check				
Verify the accuracy of the data					
ВАСК	CONFIRM				

After successfully sending the request, the following message will appear: you can download the receipt or scan the QRcode.

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Home > Carriere > Domande				
Credits Approval Application 🖥				
<del>~</del>				
Application forwarding receipt				
The application has been sent successfully on the 17/06/2021at 15:54, with the number 320410.4 and authentication code 74AC7BE729844853239E2B8AA300CDFE7E00BADF9F3506902177DE307A387378. Status dell'istanza: In lavorazione				
Please Note: The application i	s finalized with the payment			
DOWINLOAD THE RECEIPT	PAY			

For further information about the application for credit recognition for students of the Health Professions, please contact the Didactic Support at the email address: hp.didactics@unicamillus.org.