

INSTRUCTIONS TO FILL IN THE RECOGNITION OF EXAMS FORM [ENG]

- The left part of the form - ***Esame sostenuto all'estero*** (En: Exams taken abroad), refers to the **exams taken at the host university**. In order to correctly fill in this part, students will have to insert the original **title** of the exam, the number of associated **credits**, the correspondent **grade**, and the **date** when the exam was taken, as indicated in the Transcript of Records. If the original title of the exam is in a language other than English, its English translation must be inserted as well.

N.B. As for the **date**, the Transcript of Records may display the date of evaluation of your test. In this case, the date when the exam was actually **taken** must be inserted. For modules that have been assessed via the submission of a paper/essay after the official conclusion of the mobility, the date inserted on the Confirmation of Departure must be indicated.

- The right part of the form – ***Riconoscimento*** (En: Recognition) – refers to the correspondent recognition at Ca' Foscari of the exams taken during the mobility. **3 types of recognition** are possible, as per the student's la/OLA and/or following changes. Students can select the type of recognition by ticking the correspondent cycle, and must then proceed to fill in the form as follows:

1. ***Recognition as "Come equivalente all'insegnamento presente nel piano di studi"***: in this case, the exam taken at the host institution will be registered as equivalent to an activity already inserted in the study plan, which will be assigned the conversion into Italian grades of the grade taken abroad. Students will have to insert the title of the exam inserted in their study plan and the correspondent code;
2. ***Recognition as "Con titolo originale fra i crediti a libera scelta in sostituzione dell'esame precedentemente scelto"***: this option must be selected for exams inserted in the LA/OLA as "FREE CHOICE". In this case, the exam taken at host institution will be registered with the original title as a free choice exam, and it will replace another course previously inserted in the study plan. Students will have to write the title of the exam to be replaced, while the academic coordinator will insert the SSD code, on the basis of the syllabus of the course attended abroad;

3. **Recognition as “Con titolo originale tra i crediti in sovrannumero con il seguente SSD”**: this option must be selected for exams inserted in the LA/OLA as “EXTRA CREDITS”. In this case, the exam taken at host institution will be registered with the original title as an extra credit exam. Students will have to tick this type of recognition, and the academic coordinator will insert the SSD code, on the basis of the syllabus of the course attended abroad;

N.B. exams to be recognised as equivalent to an activity already inserted in the study plan/with original title as a free choice will be assigned a number of CFU (Ca’ Foscari Credits) equivalent to the activity previously inserted in the study plan. On the other hand, exams to be recognised as extra credits will be assigned a number of CFU equivalent to the ECTS allocated to each exam at the host institution (es: 4 ECTS = 4 CFU registered).

Useful tips:

- The following data must be inserted in the header of the form:
 - Name and surname of the academic coordinator at Ca’ Foscari
 - Name and surname of the student
 - Matriculation no. at Ca’ Foscari
 - Full name of the host university
 - Date of beginning of the mobility (as per the Confirmation of Arrival)
 - Date of conclusion of the mobility (as per the Confirmation of Departure)

- When more than one exam was taken at the host institution in order to have one single exam recognised at Ca’ Foscari, this can be notified by filling the form in two possible ways:
 - inserting each exam taken in a separate box on the left side of the form, indicating the relevant number of credits and the mark obtained. The title of the correspondent exam to be recognised at Ca’ Foscari is in this case to be repeatedly inserted in all correspondent boxes on the right side of the form;
 - inserting all the exams taken in one box on the left side of the form, indicating the number of credits and the mark obtained for each component. In this case, the title

of the exam to be recognised at Ca' Foscari is to be inserted in the correspondent box on the right side of the form.