



UNICAMILLUS

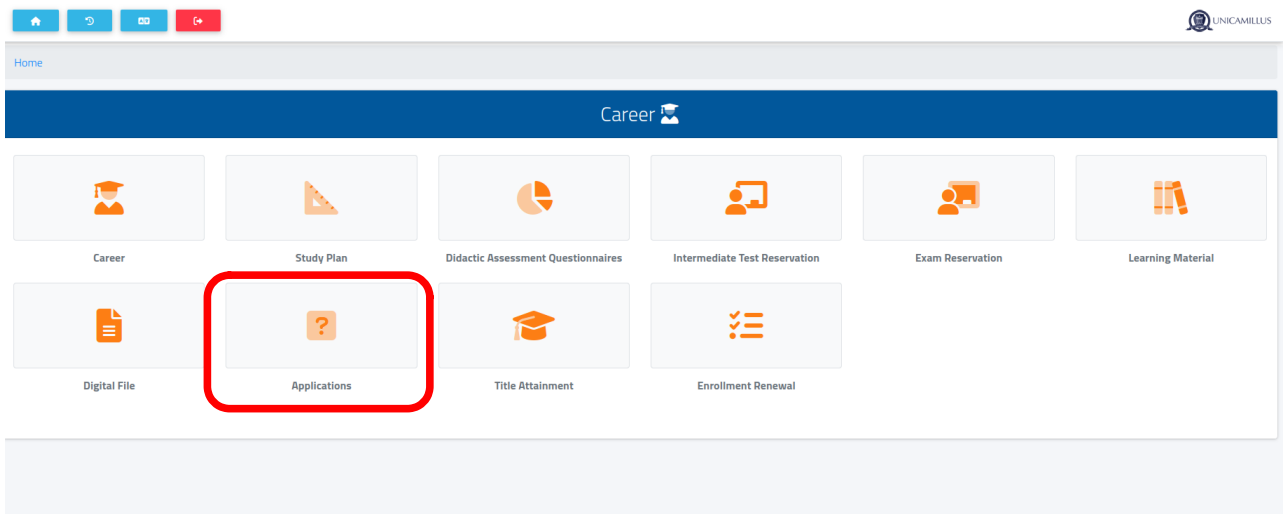
Guide for presenting a credit recognition request

1. Credit Recognition

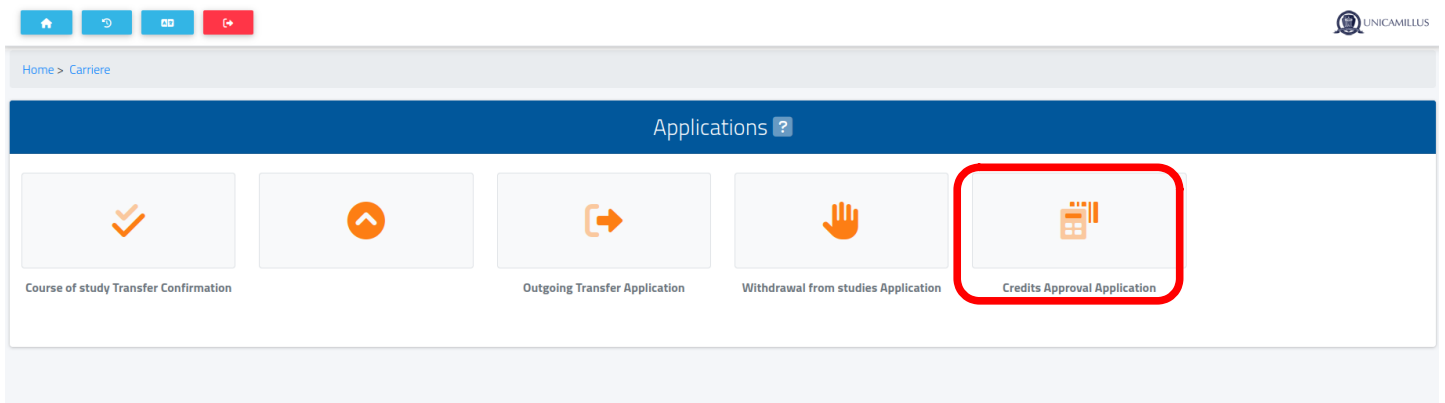
It is possible to present a recognition of previously earned credits on the student's portal, after completing the online enrolment procedure.

As provided 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)

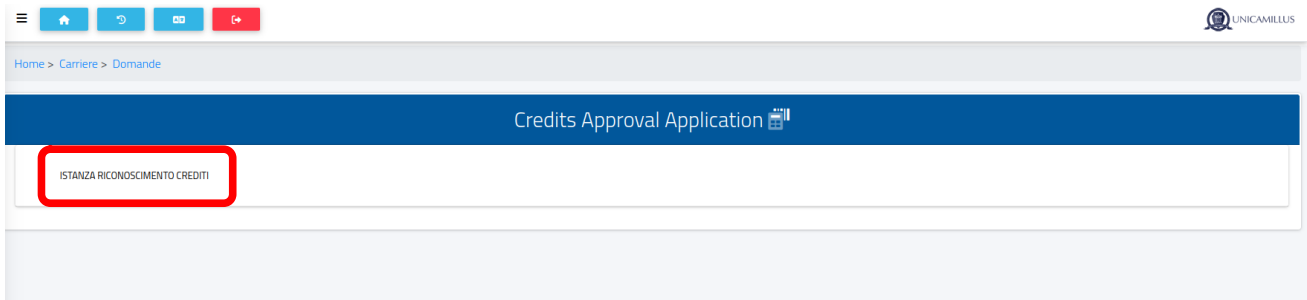
In the section "Career", subsection "Applications".



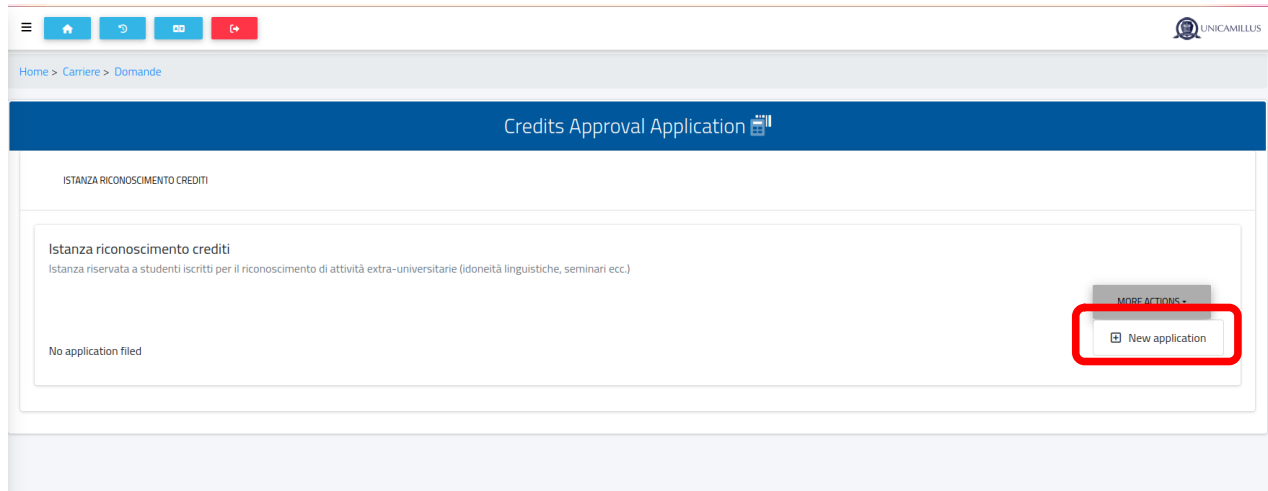
Select "Credits Approval Application".



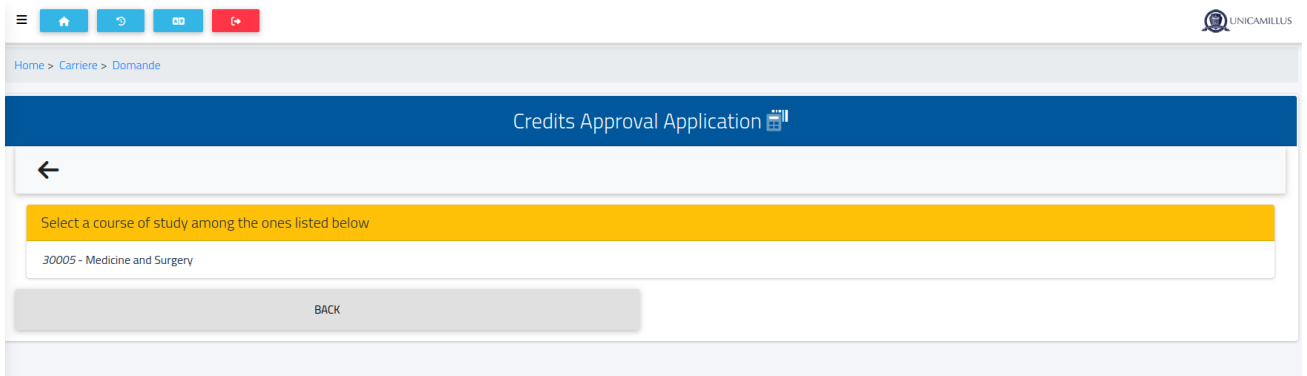
Select “ISTANZA RICONOSCIMENTO CREDITI”.



Select “MORE ACTIONS” → “New application”.



Select the study course you are enrolled in:



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” → “Add exam”:

Exams		
Exam	Credits/Year	Grade
NO EXAM		

More Actions -
Add exam

BACK 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 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.

For Italian university you can use the self-declaration (downloadable at this link https://www.unicamillus.org/wp-content/uploads/2021/07/Mod_33-Self-declaration-for-exams.pdf).

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.

Declaration of the exam

Main data of the exam

Date of attainment [gg/mm/aaaa es. 01/12/2019]
gg / mm / aaaa

Academic Year (xxxx/yyyy es. 2013/2014)*
Anno accademico del sostenimento

Name of the exam*
Denominazione dell'esame sostenuto

Programme
Inserisci testo...

— The fields with the * are mandatory

Final mark or result

Activate if the exam has an evaluation but not a grade

Grade*

DELETE OK

Declaration of the exam

— The fields with the * are mandatory

Characteristics (credits, areas, duration)

The exam requires the acquisition of credits

Area	Credits
Nessun settore	
Nessun settore	
Nessun settore	

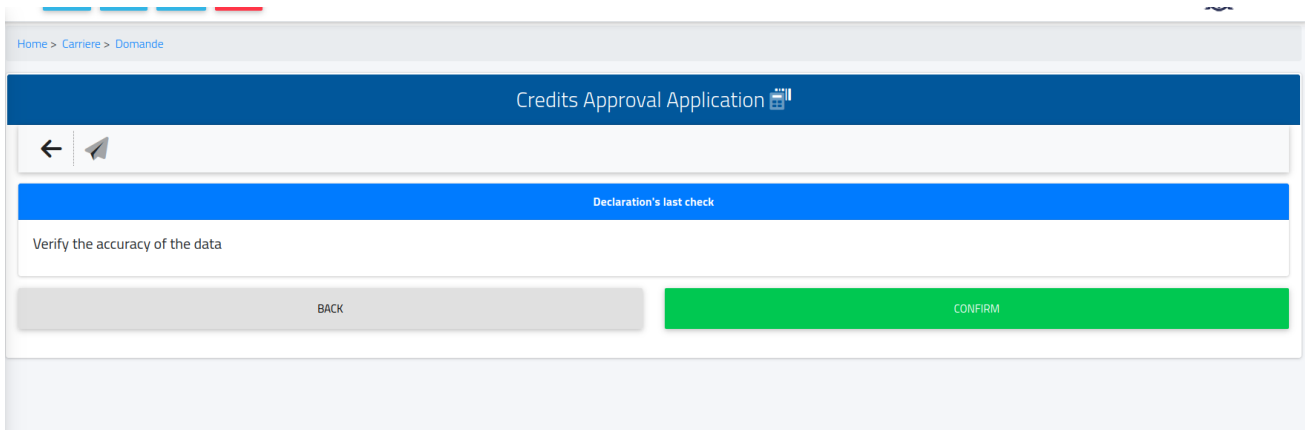
— The fields with the * are mandatory

Attachment

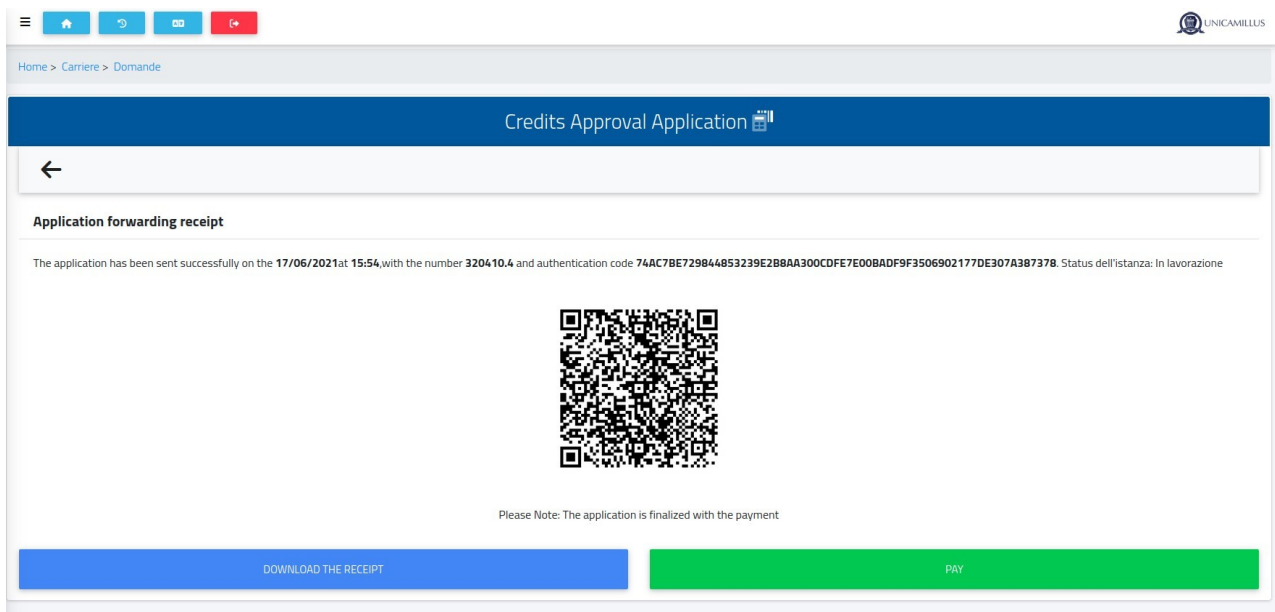
Sfogli... Nessun file selezionato.

DELETE OK

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.



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



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.