



Guidelines for transfer students and credit recognition for the Bachelor's Degree in Comparative, European and International Legal Studies

Class code L-14

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Hereby are listed the general guidelines for the requests of inter-university and intra-university transfers to the Bachelor's Degree Course in Comparative, European and International Legal Studies (CEILS), or career shortening. For the complete information, please refer to the Call for Application (published on the following link

<http://offertaformativa.unitn.it/en/l/comparative-european-and-international-legal-studies>)

and get in touch with the Student Support Office, at supportostudentiecogiursi@unitn.it .

1. Transfer students with credit recognition

All requests of previous exams' recognition must undergo a verification of consistency and correspondence with the course content offered at the CEILS programme.

In order to enrol as transfer students, candidates must undertake and successfully pass the admission selection, as defined by the yearly Call for Application for EU students or the Call for Application for extra-EU students, depending on candidates' nationality.

In order to enrol as transfer students to **1st year**, candidates must pass the selection and result **eligible/admitted** in the ranking list. In order to enrol as transfer students to **2nd year**, candidates must result **eligible** in the ranking list of the admission selections.

The maximum of ECTS credits that is possible to recognize to transfer students is the following:

- 30 ECTS credits for exams/courses in a language other than English
- 60 ECTS credits for exams/courses in English

2. Number of acceptable candidates per year

Transfer to 1st year of the CEILS programme is possible within the established limited number of students per year.

To enter as a transfer student to 2nd year of the CEILS programme, you must have at least 30 recognized ECTS credits. In any case the number of transfer students to 2nd year cannot exceed the 1/5 of the established limited number of students for that year.

It is not possible to transfer to 3rd year of the CEILS course.

3. Submission of the transfer request

You must submit the request for recognition of the ECTS credits carried out in a previous university career in accordance with the procedures and within the deadlines set by the



Call for Application. In order to have a preliminary assessment of the recognition, you must submit a specific request, and attach the following self-certified declarations:

- The degree course of origin and the year of enrolment
- The exams taken and passed at the date of submission of the application
- The grades of the passed exams, expressed either in a scale of thirties, or in a pass/fail system
- The scientific-disciplinary sectors of the academic activities / syllabi

If you are an international student and wish to apply for a preliminary assessment of exams taken abroad, you must also enclose copies of the programs of your courses, both in the original language and in English. Programs may be translated autonomously by the candidates.

Requests submitted after the deadline or incomplete requests will not be accepted.

4. Possible integrations of the didactic activities

Possible integrations of programmes or exams will be considered on a case-by-case basis by the lecturer of the corresponding course in the CEILS programme.

5. Recognition of the didactic activities

5.1 Grading of the recognized academic activities

The recognition of didactic activities maintains unchanged the original grade/evaluation, and reports it in your academic record. In case of academic activities carried out abroad, the grade to be reported in your academic transcript will be established according to Erasmus and TLP conversion tables.

5.2 Foreign languages

Language examinations carried out at other Universities will be recognized in your CEILS academic record with a "passed" grade.

5.3 Nomenclature of the recognized academic activities

In case of exams taken in Italy, if the title of a given course of origin does not fully coincide with the title of the corresponding CEILS didactic activity, the program and correspondence of the scientific sector will be taken into consideration.



6. Registration of the recognized didactic activities

In the event that there is not a clear correspondence between your original courses and ECTS credits and the courses and ECTS credits of a given CEILS course, the lecturers of the CEILS courses will be involved in the evaluation of the recognition process.

The result of the application for recognition will be communicated to you via email, together with a summary table of the recognized activities.

The results of the abbreviations will be recorded in your academic transcript within the Esse3 management system; you will be able to access it in your online reserved area by December 31st of the current calendar year.

7. Dispute and/or revision of the recognized credits

Once you are enrolled, and should you deem it necessary, you may request a revision or a re-evaluation of your credit recognition.

The revision request must be forwarded (no revenue stamp necessary) solely to the Student Support Office (supportostudentiecogiursi@unitn.it). After evaluating the observations, the Student Support Office will submit the request to the lecturer of the course for which revision is requested.

Oral agreements or requests made directly to the lecturers will not be considered as a valid recognition of exams.

Possible revisions may be requested no later than the end of the academic year of entry at the CEILS course.