

Guidelines for students transferring to the Master's Degree Programme in Global Law Making

Master's degree Programme belonging to the Italian class LM SC-GIUR

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The following are the general guidelines for the requests of inter-university and intra-university transfers to the Master's Degree in Global Law Making (GLaM), and the recognition of credits obtained in previous studies. For complete information about the application process, please refer to our web-page: <https://corsi.unitn.it/en/global-law-making>.

1. Transfer students and credit recognition

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

In order to enrol as transfer students and be admitted to the **1st year**, candidates must have been result **eligible/admitted** in the ranking list for the admission to the Master's Degree.

Transfer students may be admitted to the 2nd year. Admissions to the **2nd year** require:

- a minimum of **30 recognized ECTS** from previous studies;
- the recognition of previous coursework as equivalent to the following GLaM courses, without the need for supplementary activities:
 - Major Issues in Global Law (IUS/13) - 9 ECTS
 - Comparative Law and Methodology (IUS/02) - 6 ECTS

In addition, applicants must result **eligible** in the ranking list of the admission selections for the academic year in which they apply for the transfer.

Other teaching activities carried out in languages other than English can be recognised up to 15 ECTS as elective courses. Courses and teaching activities held in English can be recognised up to 60 ECTS. The ECTS recognised for these two categories (elective and mandatory) are not cumulative. In both cases, the courses and teaching activities carried out before transferring must be coherent with the learning objectives and outcomes of the GLaM courses and activities to be deemed as equivalent, and their contents must coincide for the most part.

2. Threshold of admission for transfer students

Transferring from another degree programme or advanced standing with enrolment to the 1st year is permitted in accordance with the limited number of students designated for that academic year.

In any case, the number of students transferring from another degree programme or advanced standing with enrolment to the 2nd year cannot exceed 1/5 of the programme's planned enrolment capacity for that year.

3. How to apply

Applications for transfer credits obtained in other programmes must be submitted in compliance with the deadlines set in the Call for Admission to the Master's Degree. No exceptions or extensions are allowed. When submitting their application, applicants must also attach documents attesting:

- the programme from which they transfer;
- the exams taken up to the date when they submit their application;
- the marks or grades for the taken exams;
- the scientific-disciplinary sectors;
- the syllabi of the courses whose ECTS applicants wish to transfer.

Applicants asking for the transfer and recognition of **credits obtained abroad** must attach to their application:

- certificates of enrolment or transcript of records demonstrating the exams taken up to the date when the application is submitted, their marks or grades, and their ECTS (if ECTS are not applicable, the documents must certify the number of hours dedicated to each course or activity)
- copies of the syllabi in their original language and in English. Translations of the syllabi by the applicants are allowed.

Incomplete or late applications will not be accepted.

4. Supplementary activities

If the content of the transferred exam does not fully align, students may be required to complete supplementary activities or top-up modules on professors' request.

5. Recognition of transfer credits

5.1 Credit conversion and grading policies

Courses and activities that are successfully transferred maintain the original grade or mark (or equivalent) when added to the students' record books. In case of credits obtained abroad, marks and grades will be converted into the Italian grading system through the conversion chart for the Erasmus and TLP programmes. If a grade cannot be converted, it will be registered as "approved."

5.2 Foreign language proficiency

Foreign language proficiency obtained in other programmes graded according to the Italian grading system are recognised with the notation "approved", provided that the aforementioned language falls within the ones that University Language Centre (CLA) recognises.

5.3 Course titles

If the original course titles do not coincide with the titles of the courses offered by the GLaM programme, the former will be evaluated and recognised on the grounds of the syllabus and the correspondence between scientific-disciplinary sectors, in the case of exams and activities carried out in Italian programmes.

6. Registration of transfer credits in the record book

If the content of the transferred exam does not fully align, the regular professors will be involved in the process of recognition and assessment of the application. Partial recognitions may require supplementary activities or top-up modules to fill the gap between the prior learning and the GLaM programme. Students will be notified the results of the transfer process and will receive a document containing the recognised exams. Successful



applications with advanced standing will be registered in the University's record and will be visible to the student by the end of the calendar year.

7. Contestation and revision of the recognised exams

Students may contest the result of the recognition process and the application with advanced standing, if they deem it necessary, after enrolling to the programme. The request must be submitted to the Students Support Office (*Ufficio Offerta Formativa*) without duty stamp. The Students Support Office will forward the request to the professors teaching the contested exam. Verbal agreements or requests to professors are not considered valid or binding. Revisions can be requested by the end of the academic year in which the student transfers, without exceptions.