

How to submit a Request of Recognition of the learning activities attended abroad during your mobility

To obtain the recognition of the learning activities carried out and successfully passed during your mobility, at the end of the mobility you do not have to register every single exam, but you are required to submit a Request of recognition to your Degree Program (henceforth DP) **exclusively through AlmaRM**, according to the procedure described below¹. Even the students who have only completed the preparation of the thesis abroad without any recognition of credits are required to request the recognition of the activity carried out abroad and to obtain the recognition no later than the graduation day, otherwise your scholarship for studying abroad will be revoked.

At the end of the period, it is necessary to require to the offices of the host university the issuance of the **Transcript of Records** (the certificate that reports the teaching activities carried out, with the related credits and grades). Many universities send the Transcript of Records, even after several weeks, directly to the students, to the teacher responsible for the exchange or to the International Relations Offices. However, it is student's responsibility to ask for it to be sent to avoid delays in the process of recognition.

The Transcript of records, with the signature and stamp of the host University, must be uploaded in the specific section of AlmaRM and validated by the offices.

For the thesis preparation activity, the Transcript of Records is replaced by a certificate of the activity carried out which, as a rule, is issued by the host university professor who supervises the research for the thesis.

SUBMISSION THROUGH ALMARM

When submitting the request of recognition in AlmaRM, the system retrieves the data of the last approved LA.

You must:

- 1) confirm whether or not you have completed the foreign activities contained in the LA and request the recognition, indicating the date and grade obtained abroad;
- 2) add any other foreign activities not included in the LA, but still carried out during the mobility and included in the Transcript, for which you intend to request recognition. In this case, recognition is not guaranteed and the accountable DP reserves the right to evaluate at its discretion.

If in the left part of the box it is indicated that an activity is to be recognized, in the right side it is necessary to indicate **YES** on the corresponding Unibo activity; otherwise, there may be a case in

¹ It is possible to submit the request of recognition only if the certificate of end of period has been uploaded to AlmaRM with the start and end date of the mobility, the Transcript of records and the LA approved, with all the required signatures.

which you, despite having passed the activity abroad, do not ask for its recognition (see the image below).

The screenshot shows the AlmaRM system interface for recognition requests. The browser window title is "Studenti - AlmaRM - Università degli studi di Bologna - Windows Internet Explorer". The URL is "https://almar-test.unibo.it/almar/studenti/homeStudenti.htm?execution=e1s5". The page title is "Studenti - AlmaRM - Università degli studi di Bologna".

The main content area is titled "Gruppo di corrispondenza 1" and contains two tables:

Attività estere					Attività da riconoscere	
Attività	Credits	Svolta	Voto	Data	Attività	Da riconoscere
Dziga Vertov and His Legacy	3	Si, da non riconoscere			45863 - CINEMA E STUDI CULTURALI (1) (LS) - 5 CFU	<input type="radio"/> Sì <input type="radio"/> No
Future Cinema to Film	3	Si, da riconoscere			46558 - SEMIOTICA DEL TESTO CINEMATOGRAFICO E AUDIOVISIVO (1) (LS) - 5 CFU	<input type="radio"/> Sì <input type="radio"/> No
Canadian Cinema	3	No			46531 - DINAMICHE DEI PROCESSI INTERESTRUALI E INTERMEDIALI (1) (LS) - 5 CFU	<input type="radio"/> Sì <input type="radio"/> No

Buttons: "Aggiungi attività estera", "Aggiungi attività unibo", "Aggiungi gruppo", "Salva bozza", "Invia richiesta", "Annulla".

Summary: "Credits totali da riconoscere: 0", "CFU totali da riconoscere: 0".

Important: if in the latest version of the LA there are integrations to be made when returning to Italy, when preparing the request of recognition on AlmaRM, you must write in the "Notes on the request" the Unibo exams with the code and number of credits to be integrated, so that the DP can approve the partial recognition.

VALIDATION AND APPROVAL

After the submission of the request of recognition in AlmaRM, the accountable offices will verify the correctness of the teaching activities entered and the related codes in relation to the teaching unit catalogue and the consistency with what has been reported in the Transcript of Records.

In the event of a positive outcome, you will receive a notification email of the successful validation. Otherwise, the student will have to resubmit the request of recognition based on the information provided by the office.

After the validation, each DP (Coordinator, Delegate, or Commission) examines the requests of recognition submitted at least once a month **and they commit in recognizing only the successfully completed activities reported in the latest version of the approved LA**, converting the marks reported in the Transcript of Records, according to the ECTS Grading Tables (see the attachments section of the page <http://www.ingegneriarchitettura.unibo.it/it/la-dimensione-internazionale-della-scuola>).

In the case of a request for recognition of "activities not included in the LA", the DP reserves the right to recognize such activities as a part of the student's career or as *extra curriculum*, i.e. as credits that do not contribute to the achievement of the degree.

In the case of **"integrated" courses**, if the foreign teaching activities that replace an i.c. have been completed, the DP proposes the conversion of foreign grades for the multiple activities of the integrated course while, if the teaching activity abroad is unique, the Degree Program proposes the same conversion of grades for all the activities of the integrated course.

If you have not completed all the foreign teaching activities that correspond to an integrated course, the assessment will concern just the passed activities, with the respective credits and grades.

In the case of **partial recognitions** (when the student is required **to integrate** the foreign exam with an exam at Unibo), the DP recognizes a lower number of ECTS than those stated in the teaching activities planning for that particular course and still awards a mark to the activity partially attended and successfully passed. **Before doing the integration exam** with the single teacher, you must wait that your university career on Almaesami is updated.

IMPORTANT

A very common case is that of students attending a module of an i.c. in mobility and another in Italy. In this case, once the recognition in AlmaRM is completed and the integration exam has been passed, in AlmaEsami students will see partial information, as the i.c. will report only the indication of the credits and the grade related to the module whose exam has been done in Italy. In the calculation of the final average – that will be done automatically at the end of the career and before the graduation session - it will be calculated the effective average of grades weighted by credits, including the grades and the recognized credits of the i.c. module passed abroad, and rounded up.

The request of recognition can be **approved** or **rejected** with motivation.

If the DP rejects it after the validation of the office, it will not be possible to present a new request.

In case of **approval** (notified to the student by e-mail), the document "Request of Recognition" signed by the DP Coordinator (or His Delegate) is uploaded on AlmaRM and sent to the Student Administration Office in order to update the study plan.

The recognized activities will be visible in the career as activities attended abroad.

PROCESS OF APPROVAL OF THE REQUEST OF RECOGNITION

FIRST STEP SUBMISSION

After having received the Transcript of Records, you must send it to the proper offices to verify its originality and then upload it on AlmaRM. After that you can upload the request of recognition on AlmaRM and then you should wait for the validation from the Office and the approval from your DP.

SECOND STEP VALIDATION

The Offices will verify the accuracy of the teaching activities included in the request. In the case of a positive outcome, you will receive a notification e-mail of the validation. Otherwise, you should upload again the request of recognition following the indications given by the Office.

During this step, **the International mobility office** supports the DPs.

THIRD STEP APPROVAL

After the validation, the DP assesses the request of recognition. In case of **approval**, the document "Request of Recognition" signed by the DP coordinator (or His Delegate) is uploaded on AlmaRM and sent to the Student Administration Office to update your study plan.

Once the approval process is over on AlmaRM, you will receive a notification e-mail.

During this step, **the International mobility office** supports the DPs.