



UNIMORE
UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

RECOGNITION OF PREVIOUS CAREER

Graduates/forfeited students/students who have given up their studies wishing to embark on a new university career at Unimore may request **recognition of examinations taken in a previous career at the same level.**

Please note that as of 29 January 2011, the date on which Law No. 240 of 30.12.2010 came into force, new awards may not include more than 12 credits for non-university activities.

Note: Students transferring from **one degree programme** (or system) to another or **making an incoming transfer**, in order to apply for recognition of their previous career, must refer to the information contained **in the call for applications** to the new degree programme or, for open access degree programmes, to the **specific procedures** published at <https://www.unimore.it/en/services/procedures-how>

SUBMITTING THE APPLICATION

It is possible to request **recognition of examinations taken during the new enrolment stage** when applying online at www.esse3.unimore.it by attaching the [the “Riconoscimento attività didattiche” \(Recognition of teaching activities\) form](#) or by submitting it to the Registrar’s Office within the deadlines set by each degree programme. For information on the deadlines, please contact your Registrar’s Office <https://www.unimore.it/en/services/registrar-and-student-offices>.

IMPORTANT: For **degree programmes with limited access**, please follow the instructions given in the individual **calls for applications**.

All **examinations taken must be self-declared**, in fact, according to Article 15 of Law 183/2011 as of 01/01/2012, public administrations and private managers of public services cannot issue (and accept) certificates to public administration bodies or private managers of public services.

For this reason, it is necessary to indicate not only the correct name of the teaching activity, but also the **Scientific Disciplinary Sector (SDS), the number of ECTS credits, the grade and the examination date.**

For students seeking validation of a **previous career at Unimore**, a **self-declaration of studies and examinations** is available online, which can be printed by connecting with one's credentials to the website www.esse3.unimore.it, “AREA STUDENTE” (STUDENT AREA) and then “CERTIFICATI” (CERTIFICATES9

For some degree programmes, in order to ensure the greatest number of recognitions, you are advised to attach the syllabuses of the examinations for which you are requesting validation.

AFTER SUBMITTING THE APPLICATION FOR RECOGNITION

Once the Registrar's Office has received the application for recognition and carried out the necessary checks, it **will forward the request to the competent teaching establishment**. Please note that in order to request recognition of examinations taken in the previous Unimore degree programme, which has been closed due to withdrawal or forfeiture, you must have been compliant with the payment of university fees. Otherwise, you may need to regularise the previous registration by paying a lump-sum contribution thus established:

- for debts up to €500, no flat-rate contribution;
- for debts from €500 up to €1,000, a flat-rate contribution of €350 applies;
- for debts from €1,000 up to €2,000, a flat-rate contribution of €700 applies;
- for debts higher than €2,000, a flat-rate contribution of €1,000 applies;

After enrolment in the new degree programme, the Registrar's Office will check the previous enrolment and upload into Esse3 any amount to be paid to regularise the amount due.

For the purpose of recognition of prior career, the Registrar's Office will also charge a **fee of €55.00** on the personal page in Esse3 under "Tasse" (fees). Failure to pay the amount due will result in no booking for the examination appointments.

The Department Council will decide on the recognition of the examinations taken and determine the year of admission.

Department Council resolutions are normally published on the *Moodle* teaching platform on the website of each Department/Faculty, which can be accessed with the University credentials.