



FACULTY OF COMMUNICATION

PROCEDURES FOR VALIDATING EMPLOYMENT AS AN ELECTIVE TRAINING ACTIVITY

Considering MIUR memorandum no. 1063 of 29/04/2011, which provides for the recognition of employment carried out on the basis of demonstrated skills, students already employed in work related to IULM courses of study may request that their employment (on a temporary contract, a full contract or other) be validated as an elective training activity worth 6 CFU credits. *Only employment carried out subsequent to the start of the second year of a first-level course can be validated.* **The maximum number of CFU credits that can be recognised for certified professional skills cannot exceed an overall total of 12 credits for first and second level courses.**

The recognition of credits for employment is possible for those who, during their university course, carry out or have already carried out employment of proven relevance to their course of study, for **at least two months full time, or four months part time if enrolled in first-level courses, and three months full time or six months part time, if enrolled in second-level courses.** The recognised credits **cannot be accumulated** with the credits obtained from the recognition of internships and work placements.

To obtain recognition students must submit:

- **an application for recognition of employment**
- **a copy of the employment contract** relating to the work carried out
- **a company declaration** of the work carried out
- **a detailed report** of the work carried out (written by the student)

The **application for the recognition of the employment** must be submitted to the contact person for the degree course following the procedure below:

- a) within 60 days of the degree session in which they intend to graduate, students must submit a request directly to the contact person for their degree course for validation of the employment as an elective training activity worth 6 CFU credits, using the form "Request for validation of employment" (attached), and attaching copies of the required documentation.
- b) the contact person for the degree course, having assessed the congruity of the employment with the course of study, will approve the above form and send it with the requested documentation directly to the relevant offices.

The **company declaration** must comply with the following **formal requirements**:

- it must be written on the company's headed paper
- it must be signed by the person in charge (e.g. Head of Personnel, Legal Representative); the signature must be clear and legible and the name and surname of the person in charge, his or her functions and the company stamp must appear at the bottom of the page



The following details must be specified in **the company declaration**:

- the classification of the work carried out (work placement, temporary contract, full contract, etc.)
- details of roles and duties carried out
- the number of hours worked and the period (in the case of temporary or permanent employment, the number of hours per week and the duration of the contract from... to... is sufficient).

Once the employment has been officially recognised, the Registrar's Office will update the student's transcript.



ANNEX – ASSESSMENT AND APPROVAL FORM FOR

EMPLOYMENT AS AN ELECTIVE TRAINING ACTIVITY

To be sent together with the required documentation

**FACULTY OF COMMUNICATION, PUBLIC RELATIONS AND ADVERTISING
(BACHELOR'S / MASTER'S) DEGREE COURSE IN.....**

(specify the degree course)

EVALUATION OF OTHER EMPLOYMENT

SURNAME AND NAME

.....

STUDENT ID NUMBER.....

THE COORDINATOR OF THE DEGREE COURSE IN, FOR
THE PURPOSES OF RECOGNITION OF THE RELATIVE ACADEMIC CREDITS, HAVING
ASSESSED THE EQUIVALENCE OF THE EMPLOYMENT DESCRIBED IN THE
DOCUMENTATION ATTACHED BY THE STUDENT

EXPRESSES THE FOLLOWING ASSESSMENT:

- APPROVES
- DOES NOT APPROVE

Signature of the Degree Course Coordinator

Date _____