



FACOLTA' DI COMUNICAZIONE

PROCEDURES TO VALIDATE WORK ACTIVITIES AS ELECTIVE COURSE

In accordance with MIUR Memorandum no. 1063 of 29/04/2011, which provides for the recognition of work activities carried out on the basis of demonstrated skills, students already engaged in work activities consistent with IULM degree programmes may require that their work activity (project contract, open-ended contract, other) be validated as a 6-CFU elective course. *Only work activities carried out starting from the second year of the first-level curricular course can be validated.* The maximum number of CFU recognisable for certified professional skills may not exceed 12 credits, in total between Level I and Level II degree courses.

The recognition of CFU credits for work activities is possible for those who carry out or have already carried out, during the university course of study, work activities of proven relevance to the course of study, for at least two months full-time or four months part-time if enrolled in Level I courses and three months full-time or six months part-time if enrolled in Level II courses. Recognised CFU credits cannot be combined with credits earned from the recognition of internship and apprenticeship experiences.

To obtain recognition, the student must submit:

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

The **Application for Recognition of Work Activity** must be submitted to the degree course coordinator in accordance with the following procedure:

- a) the student must, within 60 days of the graduation session in which he/she intends to graduate, submit a request for validation of the work activity as a 6 CFU credits elective course, directly to the coordinator of his/her degree course, using the form "Request for validation of work activity" (attached), with a copy of the required documentation
- b) The coordinator for the degree course, will evaluate the congruity of the work experience with the course of study and, if approved, will deliver the aforementioned signed form together with the documentation provided by the student directly to the Students Office and, for information, to the Faculty Secretariat. In case of anomalies or inconsistencies in the documentation provided by the student, the Faculty Secretariat, in agreement with the coordinator of the Degree Course, may request the student and/or to the company further documentation.



The **company declaration** must meet the following **formal requirements**:

- it must be produced on company letterhead
- 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 be shown at the bottom.

The **company declaration** must specify

- the classification of the activity performed (traineeship, fixed-term/indefinite-term employment, co.co.co.,)
- the detail of the tasks performed
- the number of hours worked and the period (in the case of fixed-term or open-ended employees, the number of weekly hours and the duration of the contract from ... to ... is sufficient).

Once the recognition of the work activity has been approved, the Student secretariat will update the student's career.



ANNEX – ASSESSMENT AND APPROVAL FORM

WORK EXPERIENCE APPROVED AS ELECTIVE COURSE

To be submitted together with the required documentation

FACOLTA' DI COMUNICAZIONE

DEGREE COURSE IN

Name of the Degree Course

SURNAME AND NAME.....

STUDENTI ID NUMBER.....

FOR THE PURPOSES OF THE RECOGNITION OF THE RELATED EDUCATIONAL CREDITS,
HAVING EVALUTATED THE EQUIVALENCE OF THE WORK ACTIVITIES CARRIED OUT BY
THE STUDENT, THE COORDINATOR OF THE DEGREE

.....,

- APPROVE
 DOES NOT APPROVE

Signature of the Degree Coordinator

Date _____