



## **Credit Recognition Guidelines for Degree Transfers and Second Degrees**

*(approved by the Interdepartmental Academic Board on 24 May 2023 and in force from a. y. 2023/2024)*

### **1. Introduction.**

In recognising the credits of students applying for admission to the single-cycle Master's degree in Law, the Academic Board adheres to Article 3, paragraph 8 of the Ministerial Decree of 16 March 2007. This provision states that where "students transfer from one master's degree programme to another, or from one university to another", "as many credits as possible already accrued by the student should be recognised" and "due reasons should be given for any credits not recognised".

The Academic Board also adheres to Article 19, paragraph 5 of the University's Student Regulations, which states that "For any transfer from one programme to another in the same class, the quota of credits relating to the same academic field ("S.S.D.") which are directly awarded to the student cannot be less than 50% of those already earned".

These provisions apply only to student transfers (those transferring from another degree programme or university) and do not apply to students seeking recognition of exams taken as part of a prior completed degree programme or recognition of exams of single courses.

Therefore, where receiving an application to recognise credits accrued in another degree programme or at another university from any student seeking admission to the single-cycle Master's degree programme in Law commencing in the 2023/2024 academic year or later, the Academic Board will adhere to the guidelines below.

### **2. Decision-making authority.**

In accordance with Article 21 of the University's Academic Regulations and Article 19 of the University's Student Regulations, the Interdepartmental Academic Board for the Law degree programme has sole authority to recognise credits.

The Academic Board will decide whether to recognise credits only after the student has enrolled in the degree programme.

### **3. Year of enrolment.**

Any student who, after enrolling, seeks the recognition of credits accrued in other degree programmes or at other universities will be enrolled in:

- Year 1, if fewer than 60 credits are recognised;
- Year 2, if between 60 and 119 credits are recognised;
- Year 3, if between 120 and 179 credits are recognised;
- Year 4, if 180 credits or more are recognised.

### **4. Recognition of exam credits.**

Exam credits will only be recognised if the programmes of the two exams in question – irrespective of how the exams are named – are broadly equivalent as regards both the topics studied and the commitment required in terms of the number of credits, teaching hours and volume of study materials. The evaluation will be made by the lecturer of the course for which the declaration of equivalence is sought. In case of uncertainty, the student may be asked to produce additional documentation, to provide more information or to undergo an interview to ascertain the competencies attained.



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Two or more courses may also be recognised together if the sum of their credits is at least equal to the number of credits allocated to the course for which equivalence is sought.

Where programmes overlap only partially, or where the number of credits earned from a course is less than that allocated to the course for which equivalence is sought, the student may be required to obtain the remaining credits in the manner decided directly between the student and the course lecturer.

Where an exam is recognised in its entirety, the grade awarded will be the same as that of the exam for which the recognition of credits has been approved. If the student is required to earn additional credits, the final grade will be the weighted average of the partially recognised exam grade and the grade awarded for the additional credits. The same calculation will be made when recognising two or more different courses jointly.

To ensure equal treatment between transferring students and students already enrolled (who are not permitted to re-sit exams once they have accepted the grade offered), students who apply to transfer to the single-cycle Master's degree programme in Law from another Law degree programme must submit their entire academic history for accreditation and may not request for any exam to be excluded or for only some of their exams to be recognised.

### **5. Prerequisites.**

Where a student transfers from another degree programme or seeks the recognition of exams sat as part of a prior degree, credits may be recognised without having to satisfy the prerequisites indicated in Article 5 of the Academic Regulations for the single-cycle Master's degree programme in Law, on the understanding that those credits will have been earned in adherence to the prerequisites for the degree programme from which the student has transferred.

Nevertheless, without prejudice to the provisions of section 6 below, credits earned through single courses will only be recognised if the student meets the prerequisites indicated in Article 5 of the Academic Regulations for the single-cycle Master's degree programme in Law, for the following purposes: a) to preserve as far as possible the study programme profile set out in Article 1 and Article 3 *et seq.* of the Academic Regulations for the single-cycle Master's degree programme in Law, by preventing students from using single courses (which are intended to enable unenrolled students with a particular interest in a subject to deepen their knowledge of the subject without having to enrol in an entire degree programme) to circumvent the programme regulations and timescales; b) to prevent unfair treatment between students enrolled in the degree programme, who are required to adhere to the prerequisites, and students who have attended single courses and sat the relevant exams without having to adhere to the prerequisites.

### **6. Single courses.**

Without prejudice to the respect of prerequisites provided for in the preceding section, and as referred to in section 1 of these Guidelines, the accreditation provisions set forth in Article 3, paragraph 8 of the Ministerial Decree of 16 March 2007 and in Article 19, paragraph 5 of the University's Student Regulations apply only to students seeking to transfer from another degree programme or another university. They do not apply to students seeking accreditation of exams of single courses sat at other universities.



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Therefore, with regard to applications for transfer credits for single courses, the Academic Board has full discretion in assessing the compatibility of programmes, the total commitment required and the process for gaining the single course credits sought to be recognised. Nevertheless, any single course exam that a student sits at other universities after enrolling in the single-cycle Master's degree programme in Law may only be recognised as "elective activities" or "practical activities".

### **7. Maximum recognisable credits**

Without prejudice to the provisions of Article 19, paragraph 5 of the University's Student Regulations, students applying for admission to the single-cycle Master's degree programme in Law can have a maximum of 200 credits recognised. This limit is aimed to ensure that all students adhere to the educational pathway and acquire the specific knowledge and skills of the degree programme (as set out in the Academic Regulations for the single-cycle Master's degree in Law and the Programme Description), without disregarding their studies already completed.

Where a student has accrued more than 200 credits, courses will be excluded from recognition according to the following order: firstly, elective activities; secondly, supplementary activities; thirdly, core activities (if necessary). In each category, credits will be excluded in chronological order, beginning with those earned the longest time ago, except where prerequisites apply.

### **8. Expiring credits.**

In accordance with Article 19, paragraph 6 of the University's Student Regulations, which states that "for purposes of assessing the student's prior academic career", the Academic Board "must determine whether any previously earned credits are now obsolete", credits earned in degree programmes that were completed or interrupted more than eight years before enrolment cannot be recognised.

For degree programmes completed, this eight-year period is calculated from the date on which the final paper was defended. For degree programmes not completed, this period is calculated from the date of the last successful exam.

The same criteria apply to the recognition of single courses, which cannot be granted for exams sat more than eight years before matriculation.

### **9. Simultaneous enrolment.**

If a student simultaneously enrolls in the single-cycle Master's degree in Law and in another degree programme, the credits earned in the other degree programme may only be recognised if they are earned through courses which do not fall within scientific subject area 12 (Law studies).

### **10. Further investigation.**

Without prejudice to Article 19, paragraph 5 of the University's Student Regulations and these Guidelines, the Academic Board reserves the right to further investigate unclear cases, for example with regard to the way credits were earned, or when numerous credits have been earned within a short timeframe.



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In doing so, the Academic Board may appoint one or more of its members to investigate the matter, which may involve asking the student for information or clarification. If the Academic Board decides not to recognise credits or to recognise only some of the credits earned by a student, it must explain the reasons for that decision.