



UNIVERSITÀ DEGLI STUDI DI MILANO

CORSO DI LAUREA MAGISTRALE IN GIURISPRUDENZA

Guidelines for the award of 3 credits (CFU/ECTS) for “practical skills”

In accordance with the programme description, students can acquire 3 credits for “practical skills” by:

- attending seminars offered by Faculty instructors;
- attending additional teaching modules or courses;
- attending foreign language courses;
- holding a computer skills licence;
- passing an exam not contemplated under the study plan;
- completing an internship or other study-related or skills-development activities, if approved by the Interdepartmental Academic Board.

In view of the above, the Interdepartmental Academic Board for the single-cycle Master’s degree in Law will award the 3 credits for practical skills according to the following rules:

1. The Interdepartmental Academic Board is the only body in charge of the award of 3 credits for practical skills. Requests for credits must be sent to the academic office of the Faculty of Law (sefa.giurisprudenza@unimi.it) shortly after the end of the activity for which credit recognition is sought, and in any case no later than the deadline to apply for graduation.
2. Faculty instructors who want to arrange seminars or other learning activities for the award of the 3 credits are required to submit their proposals to the Board for a preliminary assessment. The proposal should include information on: organisation of the activity; topics that will be covered (which must be consistent with the degree programme); number of hours (which must be no less than 21 in terms of classroom teaching). The number of hours dedicated to classroom teaching can be reduced if they are complemented with, or replaced by other activities (e.g. drafting legal documents, opinions, assignments, etc.). In this case, the instructor should also specify the number of hours allocated to these specific activities. If the Board approves the proposal, at the end of the learning activity the instructor will have to send an email to the academic office of the Faculty of Law (sefa.giurisprudenza@unimi.it), specifying the names of all students who have fulfilled their obligations and are therefore entitled to receive the 3 credits.
3. Foreign language courses can give rise to the award of the 3 credits if: students attended the language course while enrolled in the degree programme in Law; the course included at least 40 hours of classroom teaching, plus an end-of-course test with a corresponding certificate; the student’s request for the award of credits is submitted no more than two years after the end of the course.
4. “Computer skills licence” refers to ICDL certificates at ICDL Base level or higher. ICDL certificates are considered valid if the request for the award of the 3 credits is submitted no more than two years after the certificate was issued.
5. Single courses or modules offered by another faculty or university can give rise to the award of the 3 credits, provided that they include at least 21 hours of classroom teaching and are consistent with the topics of the degree programme in Law. Therefore, while submitting their request, students must include not only a pass certificate of the end-of-course exam with an indication of the number of credits earned, but also the course syllabus, which must specify the actual number of hours and the way credits have been acquired.



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6. Internships can give rise to the award of the 3 credits if: they are activated through the University Study and Career Guidance Service (COSP) or another legally authorised body; they have a minimum duration of 75 hours; they are completed before submitting the request for the award of credits.
7. The Board may award credits for volunteer work only if the number of hours is not lower than the ones required for internships, and provided that participants acquired and/or applied legal knowledge and skills while volunteering. In any case, volunteering must be carried out at organisations included in the Third Sector Single National Register (*Registro Unico Nazionale del Terzo Settore – RUNTS*) or at other entities that have a documented social and professional value, subject to the assessment of the Interdepartmental Academic Board.
8. Without prejudice to the above, work cannot give rise to the award of 3 credits for practical skills, even if it is carried out at public administration offices, legal firms or notary offices and it involves the acquisition or use of legal skills.
9. “Other study-related or skills-development activities” can give rise to the award of the 3 credits only if approved by the Board, which will take into account the actual number of hours and the activity’s consistency with the student’s academic path.
10. These guidelines apply to any activity for which the award of 3 credits for practical skills is requested, regardless of when the activity is carried out. Therefore, they also apply to activities that had already been completed at the time of their approval. However, for internships carried out before the start of the academic year 2023-2024, the Board may decide to waive the requirement that they be activated through COSP or another legally authorised body as per point 6 of these guidelines, without prejudice to compliance with other requirements (minimum number of hours and consistency with the degree programme). In this case, students will have to submit a statement signed by their tutor at the organisation where the internship was completed, with an indication of the internship period, the actual number of hours served and the activities carried out during the internship.