



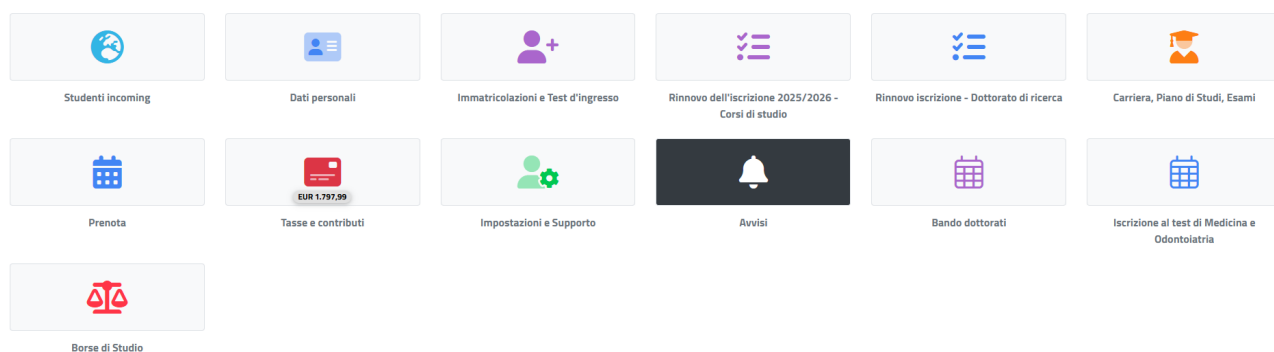
CREDIT RECOGNITION INSTRUCTIONS

DIKE DEPARTMENT

To start the credit recognition process, the first step is to log in to your Reserved Area on the GOMP portal. You can log in using the credentials created during registration or via SPID or CIE digital identity systems.



Once logged into the system, select "Career, Study Plans, Exams" from the main menu.



Proceed by clicking on "Applications" and finally select the option "Credit recognition application".



Within this section, you will need to click first on "Credit recognition request" and then on "Other actions - New Application".

The screenshot shows a web interface with a blue header bar labeled "Titoli di accesso". Below it, a section titled "ISTANZA RICONOSCIMENTO CREDITI" contains a box with the heading "Istanza riconoscimento crediti" and a description: "Istanza riservata a studenti iscritti per il riconoscimento di attività extra-universitarie (idoneità linguistiche, seminari ecc.)". Below this, it states "Nessuna domanda presentata". On the right side, there is a button labeled "ALTRE AZIONI" and a link labeled "Nuova domanda".

At this stage, if you had already started any applications, you will see them listed at the bottom of the page; you can edit them using the "Modify" button only if their status is still "Pending".

This screenshot shows the same "Istanza riconoscimento crediti" section, but now it displays a list of applications. The list has a header row with columns "#", "Data", and "Dettaglio". There are two entries, numbered 1 and 2, each with a blue arrow pointing right. To the right of the list is a button labeled "ALTRE AZIONI".

To proceed with the new request, select your degree program and begin entering the details regarding your previous academic career.

The screenshot shows a selection screen with a blue header bar labeled "Titoli di accesso". Below it, a grey bar contains a back arrow. A yellow bar prompts the user to "Seleziona il corso di studi tra quelli sotto elencati". Below this, a list shows "382 - COMUNICAZIONE, TECNOLOGIE E CULTURE DIGITALI (L-20)". At the bottom, there is a grey button labeled "INDIETRO".

Information is entered using the "Other Actions" menu found in each section. These sections are "University Qualifications", "Other Qualifications", and "Exams".

Generally, the credit recognition application is used to obtain recognition for: skills gained in the workplace, language/computer certifications, extracurricular activities such as



internships, traineeships, seminars, civil service, or individual exams from previous academic careers.

When adding a language certification, for example, under the "Other Qualifications – Add Qualification" section, you must fill in the descriptive fields, enter "pass" (idoneo) under "Evaluation", attach the relevant documentation as a PDF file, and confirm at the end by clicking the "OK" button.

If you need to request recognition for multiple certifications or extracurricular activities, you will need to add multiple qualifications.

Important: For each entry, always click OK to save your data.

Dati principali del titolo

Data del sostenimento (gg/mm/aaaa es. 01/12/2019)*
gg/mm/aaaa

Tipologia*
Tipologia

Ente del Titolo*
Ente del Titolo

Valutazione*
Valutazione

☐ Lode

— I campi con il simbolo * sono obbligatori

Allegato

Scegli file

Nessun file selezionato

ELIMINA

OK

The procedure for exams taken in a previous academic career is slightly more detailed: after entering the descriptive data of the course, you must enter the grade. If the exam does not require a numerical grade but only a pass/fail assessment, remember to enable the specific option and write the evaluation in the dedicated text field. Finally, you must indicate the ECTS credits (CFU) and the Subject Area Code (SSD); if the activity does not



involve earning credits, you can deselect the relevant option and enter the type of annual course structure. In this case as well, it is necessary to attach documentation in PDF format.

Important: For each entry, always click OK to save your data.

Dichiarazione di esame già sostenuto ×

Dati principali dell'esame

Data del sostenimento (gg/mm/aaaa es. 01/12/2019)*
gg/mm/aaaa 📅

Anno accademico (xxxx/yyyy es. 2013/2014)*
Anno accademico del sostenimento ▼

Denominazione dell'esame sostenuto*
Denominazione

Programma
Inserisci testo... ✎

— I campi con il simbolo * sono obbligatori

Voto finale o esito

☐

Attivare se l'esame non prevede voto numerico ma la sola idoneità o giudizio

Voto*

ELIMINA

OK

Once you have uploaded the qualifications or exams you are requesting evaluation for, return to the main application page and click "Confirm". After a final check to ensure all entered information is correct, click "Confirm" again to definitively submit your request.

The process is considered complete when the system displays the final screen certifying the submission.

UNIVERSITÀ
DEGLI STUDI DELLA
TUSCANA

DIPARTIMENTO
DI SCIENZE GIURIDICHE,
SOCIALI E PEDAGOGICHE



Ricevuta di invio dell'istanza

SCARICA LA RICEVUTA

MODIFICA

