



OTHER EDUCATIONAL ACTIVITIES - LAW (LMG-01)

1. What are “Other educational activities”?

In addition to exams, the study plan also includes “Other educational activities”. These are activities other than exams through which students can earn a total of:

- 16 ECTS credits for students enrolled up to and including the 2024/2025 academic year;
- 24 ECTS credits for students enrolled from the 2025/2026 academic year onwards.

These credits form part of the 300 ECTS credits required for the Law degree programme and must be earned before the final thesis is defended.

There is no exhaustive list of “Other educational activities”. They are activities other than exams and may include, among others, the following:

1. undertaking curricular traineeships at various affiliated public and private institutions;
2. undertaking a legal traineeship;
3. undertaking qualifying external activities;
4. completing a semester of study at a foreign university under the Erasmus programme (8 ECTS credits);
5. participating in workshops;
6. participating in seminars for which credits are awarded.

2. How credits for Other educational activities are recognised on GOMP

The procedure for recognising credits on GOMP varies according to the student’s year of enrolment.

See the video tutorial and the PDF guide.

Students enrolled from the 2025/2026 academic year onwards

Students enrolled from the 2025/2026 academic year onwards must earn 24 ECTS credits for Other educational activities.

On GOMP, the 24 ECTS credits are divided as follows:

- Year 1: 4 ECTS credits;
- Year 2: 4 ECTS credits;
- Year 3: 8 ECTS credits;
- Year 4: 8 ECTS credits.

Each time a student completes an accredited activity, they must upload the certificate confirming completion of the activity to GOMP in order to have the credits recognised.

If no certificate is issued for the activity, the student may submit a self-certification using the template in Annex 4.

If the activity is a traineeship, the student may use the End-of-Traineeship Declaration (Annex 2).

Students enrolled up to and including the 2024/2025 academic year

Students enrolled up to and including the 2024/2025 academic year must earn 16 ECTS credits for Other educational activities.

On GOMP, students will find a section dedicated to Other educational activities, corresponding to 16 ECTS credits.

To obtain recognition, once the required total number of credits has been earned, the student must submit a specific credit-recognition application through the GOMP student portal.

To complete the procedure correctly, the student must:

1. access the “Exams” section;
2. complete the application, providing detailed information on all activities undertaken;
3. attach the relevant documentation in their possession;
4. select the “Pass/Fail Assessment” option;
5. manually enter “PASSED” in the corresponding field.

Annex 3 contains detailed instructions on how to submit the application correctly.

3. Curricular traineeship

A curricular traineeship is a period of training with a public body (institution or public authority) or a private organisation (companies, foundations or non-profit entities) with which DIKE and/or the University has entered into a specific agreement.

The list of agreements currently in force is available in Annex 1.

A traineeship, or internship, provides an opportunity to gain direct experience of the world of work and acquire specific professional skills.

Admission to traineeships is based on a call or notice, or through other arrangements to be agreed with the academic tutor.

For the Law degree programme (LMG-01), the academic tutor is Dr Federica Passarini (federica.passarini@unitus.it).

During the academic year, students may contact the academic tutor to express their interest in undertaking a traineeship at one of the affiliated organisations. The academic tutor will assess the student’s profile and contact the organisation to initiate the traineeship and agree on how it will be carried out.

The number of credits awarded varies according to the duration of the traineeship and the activities the student is required to perform.

A positive final assessment is required in order to earn the credits.

How are ECTS credits recognised upon completion of a curricular traineeship?

At the end of the traineeship, the student must complete and upload to GOMP the “Final Traineeship Declaration” (Annex 2), duly signed by the host-organisation tutor and the academic tutor.

For the Law degree programme (LMG-01) and the Master’s degree programme in European Studies (LM-90), the academic tutor is Dr Federica Passarini (federica.passarini@unitus.it).

4. Legal traineeship

To sit the qualifying examination for admission to the legal profession, a traineeship lasting a total of 18 months must be completed.

Under the legislation currently in force (Ministry of Justice Decree No. 70 of 2016, published in the Official Gazette on 19 May 2016), students may bring forward one semester of legal training and complete it before obtaining their Law degree.

To allow graduating students to take advantage of this opportunity, the Degree Programme Board in Law at this University, through the Department, has entered into specific agreements with the Bar Councils of Viterbo and Terni.

Under the agreement, trainees must attend a law firm for at least 12 hours per week, thereby ensuring that they can continue their studies effectively while genuinely undertaking legal training.

What are the requirements for early commencement of the legal traineeship?

The requirements are:

- A) to be up to date with all exams prescribed for the first four years of the Law degree programme;
- B) to have earned credits in the following subjects:
 - Private Law;
 - Civil Procedure;
 - Criminal Law;
 - Criminal Procedure;
 - Administrative Law;
 - Constitutional Law;
 - European Union Law.

How is the early legal traineeship started?

To begin the early legal traineeship, the student must send the academic tutor (federica.passarini@unitus.it) a self-declaration certifying that they meet the requirements for admission to the traineeship.

The academic tutor will then provide the student with a declaration to be submitted to the Bar Council.

By when must the degree be obtained?

A student undertaking the traineeship must obtain their Law degree within two years after the official duration of the degree programme.

Otherwise, the student may request suspension of the traineeship for a maximum period of six months.

At the end of the extension, if the traineeship does not resume because the degree has not been obtained, the semester of legal training already completed will have no legal effect.

How are ECTS credits recognised upon completion of the legal traineeship?

At the end of the traineeship, the student must send the academic tutor a final report, on plain paper, assessing the training experience and identifying:

- the areas of professional and personal growth arising from the experience;
- any gaps;
- aspects requiring improvement.

The report, signed by the trainee, the supervising lawyer and the academic tutor, must be filed with the Bar Council Secretariat together with the notification that the legal traineeship will continue.

If the student obtains their degree while undertaking the traineeship, they must also attach a self-certification confirming that the qualification has been awarded.

Completion of the legal traineeship allows the student to earn 8 ECTS credits.

To obtain the 8 ECTS credits, at the end of the traineeship the student must complete, sign and return to the DIKE Teaching Office the “Final Traineeship Declaration” (Annex 2), duly signed by the Bar Council tutor and the academic tutor.

The student must then upload the same Annex 2 in PDF format to the GOMP portal, following the procedure described in section 2 of this document and in Annex 3.

5. External activities

External activities must be relevant to the student’s study plan and must also provide knowledge beyond that acquired through the exams included in the study plan.

Examples include:

- professional-development courses and Master’s programmes in the fields of public administration;
- advanced English-language courses;
- internships or traineeships with public authorities.

These activities may be recognised as “Other educational activities” on the basis of a documented application submitted by the student after the activity has been completed.

How can recognition of external activities be requested?

The student must submit a recognition request to the academic tutor (federica.passarini@unitus.it) by means of a written report demonstrating the educational value of the activity undertaken.

The academic tutor will submit the request to the Degree Programme Board, which will decide whether credits should be awarded and, if so, how many.

The student must then upload the credit-recognition request to the GOMP portal, following the procedure described in section 2 of this document and in Annex 3.

6. Workshops

Workshops are series of meetings designed to develop the ability to critically address and resolve complex legal issues.

The meetings may involve:

- analysing documents and case law;
- simulating court proceedings;
- drafting legal documents;
- other activities aimed at developing legal skills.

A final assessment may also be required for the recognition of credits.

Workshops scheduled for the semester are advertised on the Department's webpage dedicated to Other educational activities ([here](#)).

The student must then upload the credit-recognition request to the GOMP portal, following the procedure described in section 2 of this document and in Annex 3.

7. Seminars

Seminars for which ECTS credits are awarded as Other educational activities are advertised on the Department's webpage dedicated to Other educational activities ([here](#)).

The seminar registration procedure and the number of credits awarded are indicated on the seminar poster.

The student must then upload the credit-recognition request in accordance with the prescribed procedure.