

FAQ Other educational activities LM-5

1. What are “Other educational activities”?

In addition to passing the exams associated with specific courses, the Master’s degree program in Archival Science and AI (LM-5) includes so-called “Other educational activities” (or elective activities). These are educational and professionalizing experiences that allow students to earn the credits needed to complete the total of 120 ECTS credits required for graduation. These credits must be earned and officially recorded prior to the final thesis defense.

In line with the ECOBI educational model (Educational Cluster, Open Badge, Blended Intensive Program) adopted by the program, these activities aim to foster the acquisition of practical skills and certified micro-credentials. Specifically, within the LM-5 curriculum, key activities include a mandatory internship (worth 6 or 12 ECTS credits, depending on the year of enrollment), two practical workshops (3 ECTS credits each), and an additional language course (6 ECTS credits).

There is no fixed, exhaustive list of “Other educational activities,” but options generally include:

1. Curricular internships (6 or 12 ECTS credits, depending on the year of enrollment): undertaken at public institutions or private companies with formal agreements with the University or the DIKE Department.
2. Internships at public bodies without formal agreements (6 or 12 ECTS credits, depending on the year of enrollment): subject to prior authorization by the academic committee.
3. Language skills (6 ECTS credits): Acquisition of an additional language; for international students, this entails achieving proficiency in Italian.
4. Workshops, summer/winter schools, seminars, conferences, and laboratories (6 ECTS credits): Series of practical sessions aligned with the Master’s program’s educational objectives, as proposed by the Program Board.
5. Qualifying external activities: Recognition of external advanced training courses or professional experience, provided they align with the Master’s program’s educational objectives and are approved by the Program Board.

2. Internship at public or private entity with agreement

A curricular internship is a period of training at a public (agency or administration) or private entity (companies, foundations, nonprofit organizations) with which DIKE Department and/or the University of Tuscia have concluded an appropriate agreement. The concluded agreements are available in **Annex 1**.

The internship constitutes an opportunity for direct knowledge of the world of work and the acquisition of specific professional skills.

Admission to internships takes place on the basis of a call or notice or through other modalities, to be agreed with the academic committee. For Archival Science and AI degree program (LM-5) academic commission composed of professor Gilda Nicolai, Eva Ponzi and Lorenzo Sergi (nicolai@unitus.it, eva.ponzi@unitus.it and lorenzo.sergi@unitus.it). During the academic year, the student can contact the academic tutor / committee to express his or her interest in doing an internship at one of the contracted institutions. At that point, the academic committee will evaluate the student’s profile and contact the institution to initiate the internship and agree on how the internship will be carried out. The number of credits that will be awarded will vary based on the duration of the internship and the activities that the student is required to perform. 12 ECTS credits for students enrolled in the first year in the 2025/2026 academic year, and 6 ECTS credits for students enrolling in the first year in the 2026/2027 academic year or later. Each ECTS credit corresponds to 25 hours of internship.

A positive final grade must be reported for the acquisition of credits.

The procedure for earning ECTS is as follows. At the end of the internship activity, the student will complete and return signed to the DIKE teaching secretary the “Internship Conclusion Statement” (**Annex 2**), duly signed by the “company tutor” as well as by the “academic committee”. The academic commission is composed of professor Gilda Nicolai, Eva Ponzi and Lorenzo Sergi (nicolai@unitus.it, eva.ponzi@unitus.it and lorenzo.sergi@unitus.it)

The student will then proceed to upload the same **Annex 2** (in pdf format) to the GOMP portal, in the forms indicated in Point 7 of this document and in **Annex 3**.

3. Internship at a public entity without agreement

The student can also obtain credit for internships carried out at public institutions that do not have an agreement with the University. In this case, before the start of the internship, the student must send the academic committee a letter of invitation signed by the contact person of the public institution. At the end of the internship, the student must send the academic committee a report signed by the contact person of the public institution attesting to the successful completion of the internship.

The number of credits that will be awarded will vary based on the duration of the internship and the activities that the student is required to perform. 12 ECTS credits for students enrolling in the first year in the 2025/2026 academic year, and 6 ECTS credits for students enrolling in the first year in the 2026/2027 academic year or later. Each ECTS credit corresponds to 25 hours of internship.

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4. Linguistic ability

Students can earn credit as Other educational activities through the submission of a certificate of language ability. For foreign students, language ability must be achieved in the Italian language. To this end, the University Language Centre periodically organizes Italian language courses open to LM-5 students. The dates of the courses will be publicized on the Department’s web page dedicated to Other educational activities and on the master’s degree Telegram channel (<https://t.me/archivalscienceAI>).

For Italian students, the language ability can be achieved in English, French, Spanish or German and must be at least a B2 level.

The procedure for earning ECTS is as follows. Once obtained the certificate, the student will then proceed to upload the language certificate to the GOMP portal, in the forms indicated in Point 7 of this document and in **Annex 3**.

5. Workshop, summer/winter school, seminars, conference e laboratori

These activities consist of series of meetings and intensive programs designed to develop the ability to address and resolve complex issues in the fields of archival science, library science, artificial intelligence, and other topics relevant to the course curriculum.

The list of internally scheduled activities for each semester is published on the DIKE Department webpage dedicated to "Other Educational Activities" or communicated directly by course instructors. Credit recognition (ECTS) may be contingent upon a final assessment or the submission of a written assignment or project. Between 1 and 3 ECTS credits may be awarded for each request (up to a maximum total of 6 ECTS credits).

The procedure for earning ECTS is as follows. Once completed the activity, the student will then proceed to upload the request of recognition to the GOMP portal, in the forms indicated in Point 7 of this document and in **Annex 3**.

6. Qualifying external activities

Qualifying external activities are activities that must be pertinent to the Master's degree program, but also provide additional knowledge beyond the exams provided by the Master's degree program. This is the case, for example, of certificates of attendance of high-level educational courses, traineeships in public administrations, advanced English language courses, etc.

These activities can be recognized as "other educational activities" on the basis of a documented request by the student, once the activity has been completed.

The student must submit the request for recognition to the academic committee composed of professor Gilda Nicolai, Eva Ponzi and Lorenzo Sergi (nicolai@unitus.it, eva.ponzi@unitus.it and lorenzo.sergi@unitus.it) Through a written report attesting to the educational reach of the activity performed. The academic committee will submit the request to the Course Council, which will decide whether and, if so, how many credits to recognize.

The procedure for earning ECTS is as follows. Once obtained the recognition of the activity, the student will then proceed to upload the request of recognition to the GOMP portal, in the forms indicated in Point 7 of this document and in **Annex 3**.

7. Methods for Recognition on Gomp

In order to obtain the recognition of the credits, students must submit the appropriate application for credit recognition through the GOMP student portal.

For students enrolled in the 2025/26 a. y., the 18 credits are divided into two sections: (a) 12 credits for Traineeship, Additional knowledge useful for the world of work; (b) 6 credits for Additional language skills.

For students enrolled in the 2026/27 a. y., the 18 credits are divided into three sections: (a) 6 credits for Traineeship, Additional knowledge useful for the world of work; (b) 6 credits for Additional language skills; (c) 6 credits for Laboratories, Seminars and Conferences.

If students carry out activities that award fewer credits than those provided for in the Gomp sections, they can submit a request for credit recognition on Gomp only once they have covered the amount of credits provided for in Gomp.

Sections can be interpreted flexibly: students may choose to cover both sections (a) and (b) by completing a traineeship or by participating in workshops, etc.

To proceed properly to the credits recognition, students will have to access on Gomp in the Exams (*Esami*) section, fill out the application indicating in detail all the activities performed and attach the relevant documentation in their possession.

In addition, they will have to select the *Idoneità* option and manually enter the words *Idoneo* in the corresponding field. Detailed instructions on how to properly proceed with the application are given in **Annex 3**.