



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Faculty of Law

INTERNATIONAL MOBILITY

GUIDELINES FOR INBOUND EXCHANGE AND STUDY ABROAD STUDENTS

This is a set of guidelines for inbound exchange and study abroad students intending to register in courses delivered by the Faculty of Law at Università Cattolica del Sacro Cuore and deals in particular with contact between these students and the faculty professors.

Students are invited to contact Laura Ferrari (laura.ferrari@unicatt.it) of Cattolica International – International Student Services for any topics not covered by the handbook.

For any further requirements, students - and faculty professors themselves, if necessary - can refer to:

- The international mobility representative, Prof. Pietro Franzina (pietro.franzina@unicatt.it);
- The tutor for international mobility, Caterina Benini (caterina.benini@unicatt.it).

Choosing courses

- If you wish to attend courses delivered by the Faculty of Law you should consult the [Faculty Guidebook](#) and the individual course programmes which can be found in the [course list](#). You can also access course programmes by using the name of the course professor: go to the [course professor section](#), open the personal page of the professor in question and click on 'Courses' or 'Teaching'.
- Cattolica International holds orientation days at the beginning of both semesters which provide an opportunity to meet the staff and find out about courses.
- Instructions on how to work on your study plan are given during orientation held by Cattolica International.

ANNUAL COURSES AND SEMESTER COURSES

- Courses delivered by the Faculty of Law are either annual or semester courses. Annual courses run from October to April or May. Semester courses run from October to December in the first semester and from February to May in the second semester.
- As a general rule, students can only take course exams after finishing the course i.e. from January onwards for first semester courses and from May onwards for second semester and annual courses.
- If you are on single-semester mobility and studying on an annual course and you wish to take the course exam should proceed as follows:
 - (a) email the relevant course professor to ask for approval to take the exam (email addresses can be found on professors' personal pages in the [archivio dei docenti](#));
 - (b) state in the email whether you wish to take an exam for a reduced number of credits for the part of the course already attended or whether you wish to take an exam for the whole course for the full number of credits, after studying the second part of the course individually.

Professors will take into account the relevant circumstances and decide whether to approve the request. If approval is given for an exam for part of the programme, the reply from the professor will specify the number of credits to be assigned and how the exam will be framed.

You must keep the email reply you receive from the course professor and produce it when asked to do so by Cattolica International.

EXAM REGISTRATION

- You will be contacted by Cattolica International to request confirmation of the exam date you wish to register for.
- Cattolica International will then forward your request to be registered on the chosen date.