



Request form for credit recognition External training activities

Student information

Name and surname: _____

Student ID: _____ Email: _____

Phone: _____ Year of enrolment: _____

Curriculum: ☐ Italian ☐ English

Academic year of reference: ☐ 2025/26 ☐ 2026/27

Activity for which credit recognition is requested

Select the activity and curriculum corresponding to your approved study plan.

Internship

Select	Curriculum	ETCS	A.Y. 2025/26	A.Y. 2026/27
☐	Italian	6	AAF1044	AAF1044
☐	English	6	AAF1894	AAF1894

☐ Official TSP Sapienza internship

☐ Internship outside TSP Sapienza.

ATTACH an attendance register or a statement of completed hours, dates and tasks signed by the host supervisor.

Civil Service may also be recognised if completed during enrolment and relevant to the programme.

☐ At least 6 months: 3 CFU, if provided for in your approved study plan.

☐ One year: 6 CFU.

ATTACH the Civil Service completion certificate.

Other useful skills for inclusion in the job market

Select	Curriculum	ETCS	A.Y. 2025/26	A.Y. 2026/27
☐	Italian	6	AAF2248	AAF2248
☐	English	6	AAF2184	AAF2184

Other codes from existing study plans: AAF1041 (3 CFU internship), AAF2345 (3 CFU other useful skills), AAF1692 (3 CFU soft skills).
Use only the code included in your approved plan.

Other activity code: _____ CFU requested: _____

For recognition based on hours: at least 75 hours for 3 CFU and 150 hours for 6 CFU. For CIVIS or other courses awarding credits, include the credit certification.

Eligible activities and supporting documents

- attendance at additional or professional training and/or advanced university training courses (including CIVIS BIPs, MOOCs or parts of them) relevant to the Degree Programme. These courses must include a final assessment and/or issue a certificate documenting the activity completed and the number of hours undertaken;
- participation in extracurricular research activities coordinated by a lecturer teaching on the student's Degree Programme or another Master's degree programme within the Faculty of Political Science, Sociology and Communication (duly documented and requiring at least 75 hours of work);
- further alternative laboratory and/or seminar activities relevant to the Degree Programme (duly documented and requiring at least 75 hours of work);
- other work activities, such as student collaboration work undertaken within Sapienza University of Rome's departments and other university units.

Recognition is subject to prior approval by the instructor responsible for credit recording.

Activities must be completed during enrolment and be relevant to the programme's educational objectives.

ATTACH evidence of completion, such as a certificate or a signed report confirming tasks, dates and hours (and certified credits, where applicable).

Experience and attached certificate

Complete one record for each experience and attached certificate. If needed, duplicate this page and sign each copy.

Student name: _____ Student ID: _____

Full title of the completed activity or experience

Certificate type in full (e.g. completion, attendance, internship)

Full title of the attached certificate as shown on the document

Issuing institution / organisation: _____

Actual period completed (DD/MM/YYYY): from _____ to _____

Hours completed: _____ Certified ECTS, if applicable: _____

Attachment reference (file name / number): _____

Student declaration

I declare under my own responsibility that I personally and actually completed the experience described above during the stated period, while enrolled in the Master's programme. I confirm that the information provided on this form is true and that the attached certificate relates to the experience actually completed.

Date: _____ Student signature: _____

Send the completed and signed form, with the supporting certificates, to the Chair of the Degree Programme (pierluigi.montalbano@uniroma1.it).

Register on Infostud for the corresponding activity in the first available session. Credit recording takes place remotely.