



MASTER OF SCIENCE IN MANAGEMENT ENGINEERING
**Guidelines for clearing and accreditation of 3 CFU for
Other Educational Activities (Stage, tirocini e altro)**
(valid for students enrolled in from academic year 2022/2023)

The student has five options:

1/ By attending and passing any of the following LAB (excluded the one already included in her/his Study Plan - the LAB of the curriculum):

- Lab of Digital Transformation
- Lab of Life Cycle Assessment
- Lab of Crowdsourcing
- Lab of Statistics

The 3 CFU will be automatically accredited after clearing the exam of the LAB.

2/By attending and passing one of the following courses:

22147 - ESERCIZIO DELLA PROFESSIONE DI INGEGNERE (3 CFU)

22148 - LE CONSULENZE TECNICHE PER L'ATTIVITÀ GIUDIZIARIA (3CFU)

After clearing the exam of one of the two courses, the student should book the exam "Altre attività formative 3 CFU" exam for the 3 CFU accreditations.

3/ By attending seminars and any other educational activities (AAF) preliminary approved by the CICS

The student, after collecting all the 3CFU, has to fill the dedicated form for requesting the accreditation ("*Richiesta convalida finale corsi/convegni/seminari/workshop*").

The filled form must be signed and sent by mail to the program secretariat (filippo.carollo@unipa.it) from the official UNIPA email address (name.lastname@community.unipa.it).

After sending the form, the student should book the exam "*Altre attività formative 3 CFU*" for the 3 CFU accreditations.

4/ By internship

The guidelines for carrying out internships at UNIPA can be found here:

<https://www.unipa.it/dipartimenti/ingegneria/didattica/stage.html>

After sending the form, the student should book the exam "*Stage*" for the 3 CFU accreditations.

5/ By work experience

The student can ask for accreditation of 3 CFU from previous work or job experience which the CICS acknowledge as coherent with the learning objectives of master program. A minimum of 75 hours of work experience are requested for 3 CFU. The student should attach to the request: 1) a report on the work experience signed also by her/his company supervisor; 2) a declaration of the number of hours of work he/she did, signed by the supervisor; 3) the job contract.

The student, after collecting all the 3CFU, has to fill the dedicated form for requesting the accreditation ("*Richiesta convalida finale corsi/convegni/seminari/workshop*").

The filled form must be signed and sent by mail to the program secretariat (filippo.carollo@unipa.it) from the official UNIPA email address (name.lastname@community.unipa.it).

After sending the form, the student should book the exam "*Altre attività formative 3 CFU*" for the 3 CFU accreditations.

Please respect the deadlines for presenting the request for AAF CFU accreditation. The request should be sent in advance with respect to the graduation day according to the graduation timeline and deadlines published in the master degree program website.

<https://www.unipa.it/dipartimenti/ingegneria/cds/managementengineering2255>