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## 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)

23902 - INGEGNERIA FORENSE (3 CFU)

The 3 CFU will be automatically accredited after clearing the exam of attended courses. Exams registration is managed by Prof. Antonio Barcellona ([antonio.barcellona@unipa.it](mailto:antonio.barcellona@unipa.it)).

**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 ("*Request for final validation of courses/conferences/seminars/workshops*").

The filled form must be signed and sent by mail to the program secretariat ([stefania.agnello@unipa.it](mailto:stefania.agnello@unipa.it)) from the official UNIPA email address ([name.lastname@community.unipa.it](mailto: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 ([stefania.agnello@unipa.it](mailto:stefania.agnello@unipa.it)) from the official UNIPA email address ([name.lastname@community.unipa.it](mailto: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>