

# Unica

LA SCUOLA DI TUTTI

*UNICA - GUIDE TO THE STUDENT'S CURRICULUM*

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## Unica

Unica is the platform created by the Ministry of Education and Merit to support a new educational alliance between schools and families, putting students at the centre.

By bringing services and useful information relating to the world of schooling together in one place, it encourages families and students to actively participate in school life and in all initiatives connected with the education and training of young people.

On Unica, it is possible to **view and add to the information that makes up the Student's Curriculum**, the document representing the student's entire profile, which contains information on the student's school career, the certificates they have obtained and the extracurricular activities they have carried out over the years.

Once the student has **passed the final State examination** of the second cycle of education, it is possible to **acquire the Curriculum, which is an annex to the diploma, in its final version.**

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## 1. Template of the Student's Curriculum

The Student's Curriculum consists of three parts.

This guide explains the various sections into which each part of the Student's Curriculum is divided and indicates who is responsible for compiling each of them.

For further guidance on how to the Student's Curriculum is compiled, please refer to the Student Guide on the Unica [Support page](#).

## 2. Part One - Education and training

The first part of the Student's Curriculum contains the information in the "Course of Study" section of the E-Portfolio, which in turn is taken from the data recorded by **school administration offices** on the Ministry of Education and Merit's IT systems.

Educational institutions may in any case supplement the information present with additional data in their possession, using the Ministry's IT systems.

The first part of the Student's Curriculum consists of **four sections**:

1. Course of studies
2. Qualification
3. Other qualifications
4. Other information

### 2.1 Course of Study section

The **Course of Study** section contains all the information on the course of study followed. It comprises the five sub-sections outlined below.

#### 2.1.1 Study programme

For each school year attended, the **subjects** and the corresponding **teaching hours** are listed.

#### 2.1.2 Qualifying and supplementary examinations

For each qualifying/supplementary examination taken, if any, the **school year**, the **school credit** obtained or the **relevant subjects** are indicated.

#### 2.1.3 School Credit

The **school credit score** accrued in each of the final three years is summarised.



## Parte I - ISTRUZIONE E FORMAZIONE

(a cura della scuola)

### PERCORSO DI STUDI

Indirizzo di studi:

Nome Istituto:

#### Piano di studi

DISCIPLINA	ORE DI LEZIONE					TOTALE
	I ANNO	II ANNO	III ANNO	IV ANNO	V ANNO	
	*	*	*	*	*	
	**	**	**	**	**	
<b>TOTALE</b>						

\* codice meccanografico istituto    \*\* codice indirizzo di studi

#### Esami di idoneità

Anno scolastico:

Anno di corso:

Credito:

#### Esami integrativi

Anno scolastico:

Anno di corso:

Discipline:

#### Credito scolastico

ANNO SCOLASTICO	PUNTEGGIO
III	
IV	
V	
<b>Totale</b>	

Figure 1 - Qualifying and Supplementary Examinations and School Credit in the Student's Curriculum

## 2.1.4 Pathways for Transferable Skills and Orientation (PCTO)

Experiences within the framework of the **Pathways for Transferable Skills and Orientation** (abbreviated as PCTO) are shown. For each experience carried out, the school year, the type of course, how it was carried out and the hours worked are indicated.

Percorsi per le competenze trasversali e per l'orientamento (PCTO)	
Anno scolastico:	
Tipologia percorso:	
Struttura:	
Ore presso struttura:	
Ore in aula:	
<hr/>	
Anno scolastico:	
Tipologia percorso:	
Struttura:	
Ore presso struttura:	
Ore in aula:	
<hr/>	
Anno scolastico:	
Tipologia percorso:	
Struttura:	
Ore presso struttura:	
Ore in aula:	

Figure 1 - List of Pathways for Transferable Skills and Orientation

## 2.1.5 Apprenticeship experiences

Any apprenticeship experiences carried out are listed indicating the relevant **school year**, the **type of apprenticeship**, the **provider** and the **duration**.

Esperienze di Apprendistato	
Anno scolastico:	
Tipologia di Apprendistato:	
Società/Struttura:	
Durata:	

Figure 2 - List of Apprenticeship Experiences

## 2.2 Qualification section

This section indicates the **type of diploma** obtained, the **reference level of the European Qualifications Framework (EQF)** and the **year of attainment**. Further detailed information is organised in the following three sub-sections.

### 2.2.1 Final State Examination Score

This sub-section shows the **overall score**, the details of the **marks obtained in each examination paper**, the **school credit** and **any additional marks awarded by the Examination Board**.

### 2.2.2 Course Profile

Here one finds the description of the **course profile**, which is automatically pre-filled on the basis of the course of study attended.

TITOLO DI STUDIO (Supplemento Europass al certificato)	
Diploma di:	
Livello EQF:	
Anno di conseguimento del Diploma:	
<b>Punteggio finale dell'Esame di Stato</b>	
Punteggio nelle singole prove scritte:	
Prima prova scritta	
Seconda prova scritta	
Eventuale terza prova scritta	
Colloquio:	
Credito scolastico:	
Punteggio aggiuntivo:	
<b>Punteggio complessivo:</b>	
<hr/>	
<b>Profilo di indirizzo</b>	
Descrizione del profilo (da ordinamento)	

Figure 3 - Final score and Course Profile of the Qualification



### 2.2.3 Competences covered in profile

Here is a summary of the **competences covered in the course profile**, which are automatically pre-filled on the basis of the course of study attended.

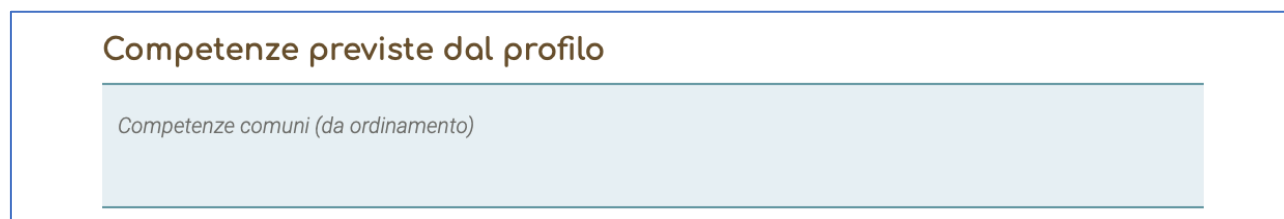


Figure 4 - Description of competences covered in the profile

## 2.3 Other Qualifications section

The third section presents information on any **professional qualifications or diplomas** and any further **secondary education diplomas** that may have been obtained, with the details specified below.

### 2.3.1 Professional Qualification and Diploma

When **additional professional qualifications or diplomas** have been attained, this section specifies the school year in which they were attained, the school or professional training centre, the professional profile and the national reference figure or course, as well as the EQF (European Qualifications Framework) qualification level, for each one.

### 2.3.2 Further Secondary Education Diploma

For any **additional secondary education diplomas** obtained, the school year of attainment, the type of diploma and the EQF (European Qualifications Framework) qualification level are specified.

## ALTRI TITOLI DI STUDIO

### Qualifica Professionale

Anno scolastico:

Scuola / CFP:

Profilo regionale:

Figura / Indirizzo nazionale di riferimento:

Livello EQF:

### Diploma Professionale

Anno scolastico:

Scuola / CFP:

Profilo regionale:

Figura / Indirizzo nazionale di riferimento:

Livello EQF:

### Ulteriore Diploma di istruzione secondaria di II grado

Anno scolastico:

Diploma conseguito:

Livello EQF:

Figure 5 - The Other Qualifications section

## 2.4 Other Information section

This section contains additional information regarding participation in extracurricular activities to enrich the educational offering organised by the school, any student mobility experiences, any inclusion in the national register of excellence and more, all relating to the student's education and training **in the formal sphere**, that is in the context of activities managed, promoted or coordinated by educational institutions.

Below are more details on the types of experiences in the various sub-sections.

### 2.4.1 Extra-curricular activities to enrich the educational offering

This sub-section lists any **extracurricular activities attended** from those **organised by the school** to enrich the educational offering, such as participation in workshops, theatre courses, etc.

### 2.4.2 Student mobility

Here details are given of any **periods spent abroad** at other international institutions and additional **educational experiences abroad** such as Erasmus+.

### 2.4.3 Inclusion in the National Register of Excellence

For students who are **winners of competitions related to the study subjects** recognised in the annual programme for the promotion of excellence, information such as the school year, the name of the competition, the organising body and the position attained in the ranking is shown.

### 2.4.4 Other

This sub-section lists any other activities carried out in the formal sphere not included in the previous sub-sections.

### 2.4.5 Student representation

This sub-section provides information on any student representation activities (for example, the role of school representative), indicating the school year in question and the functions carried out.



## Parte I - ISTRUZIONE E FORMAZIONE

(a cura della scuola)

### ALTRE INFORMAZIONI

**Partecipazione ad attività extracurricolari di arricchimento dell'offerta formativa organizzate dalla scuola**

Anno scolastico:

Attività:

Ore svolte:

### Mobilità studentesca

Tipo di esperienza:

Luogo:

Durata:

Descrizione:

### Inserimento nell'albo nazionale delle eccellenze

Anno scolastico:

Competizione:

Ente promotore:

Posizione Graduatoria:

### Altro

Anno scolastico:

Descrizione:

Figure 6 - The Other Information section in the first part of the Student's Curriculum

## 3. Part Two - Certifications

The second part of the Student's Curriculum contains the certifications obtained, which can be entered by **both educational institutions and students**.

In particular, in the Student Curriculum, the information that **students record on the Unica platform** in their **E-Portfolio**, in the **Skills Development** area, using the **dedicated "Add activity or certification" function**.

The following certifications may be reported in this part of the Student's Curriculum:

1. Language certifications
2. Computer certifications
3. Other certifications

### 3.1 Language certifications

For each language certificate, the **year** in which it was awarded, the **foreign language** being certified, the **certifying body** and the CEFR level (Common European Framework of Reference for Languages) are indicated.

### 3.2 Computer certifications

For IT certifications, the **year** of attainment, the **type of certification**, the **certifying body** and the **level** (if applicable for the certification) are shown.

### 3.3 Other certifications

In addition to language and IT certifications, any other certifications obtained are listed, along with a **general description**.



## Parte II - CERTIFICAZIONI

(a cura della scuola e/o dello studente)

### Certificazioni linguistiche

Anno di conseguimento:

Lingua straniera:

Ente certificatore:

Livello QCER:

### Certificazioni informatiche

Anno di conseguimento:

Tipologia:

Ente certificatore:

Eventuale livello:

### Altro

Descrizione:

Figure 7 - The second part of the Student's Curriculum, dedicated to Certifications

## 4. Part Three - Extracurricular activities

The third part of the Student's Curriculum reports **the activities conducted by students outside the school environment**, providing useful details to complete their profile.

All information in this part is taken from the E-Portfolio **on the Unica platform**.

To register extracurricular activities for inclusion in their Student's Curriculum, students should use the **dedicated "Add activity or certification" function** in the **Skills Development** section of their **E-Portfolio**.

For each extracurricular activity entered, information is given on the **type of experience**, the **organisation and place** where it was carried out and its **duration**, together with any additional information that students feel it would be useful to add during the entry phase.

Below are the types of extracurricular activities envisaged.

### 4.1 Professional activities

These are **any work activities** carried out during the school years, other than PCTO experiences.

### 4.2 Cultural and artistic activities

This includes cultural and artistic activities such as acting courses, art classes, participation in theatre groups, etc.

### 4.3 Musical activities

Musical activities include, for example, music courses, participation in musical groups, etc.



## Parte III - ATTIVITÀ EXTRASCOLASTICHE

(a cura dello studente)

### Attività professionali

Tipo di esperienza:

Svolta presso:

Luogo:

Durata:

Ulteriori informazioni:

### Attività culturali e artistiche

Tipo di esperienza:

Svolta presso:

Luogo:

Durata:

Ulteriori informazioni:

### Attività musicali

Tipo di esperienza:

Svolta presso:

Luogo:

Durata:

Ulteriori informazioni:

Figure 8 - Professional, cultural, artistic and musical activities in the third part of the Student's Curriculum

## 4.4 Sports activities

Sports activities carried out on an ongoing basis, such as courses or the regular practice of a sport, can be included.



## 4.5 Active citizenship and volunteering activities

Active citizenship and volunteering activities include, for example, active participation in voluntary initiatives and membership of and collaboration with non-profit associations and organisations.

Attività sportive	
Tipo di esperienza:	
Svolta presso:	
Luogo:	
Durata:	
Ulteriori informazioni:	

Attività di cittadinanza attiva e di volontariato	
Tipo di esperienza:	
Svolta presso:	
Luogo:	
Durata:	
Ulteriori informazioni:	

Figure 9 - Sports activities and active citizenship and volunteering activities

## 4.6 Other activities

Additional types of extracurricular activities such as those described below may also be included in the Student's Curriculum.

### 4.6.1 Participation in competitions and contests

In the case of participation in competitions and contests held outside the school environment, this sub-section lists the **discipline or field of reference** of the competition, the **school year** in which it was held, the **award** and the **results achieved**.

### 4.6.2 Publications, articles

The Student's Curriculum may include information on any publications or articles, such as the presence of **other authors**, the **title**, the **publisher**, the year of publication and, if present, the **ISBN code** (International Standard Book Number).

### 4.6.3 Other

The Student's Curriculum may also include a **general description of other extracurricular activities** that do not fall under the previous categories and that students consider **significant and useful in defining their profile**.

Altre attività	
Tipo di esperienza:	Partecipazione a gare o concorsi
Disciplina/Ambito:	
Anno scolastico:	
Titolo:	
Risultati conseguiti:	

Figure 10 - Other activities such as participation in competitions and contests

Altre attività	
Tipo di esperienza:	Pubblicazioni, articoli
Eventuali altri autori:	
Titolo:	
Casa editrice:	
Anno:	
Eventuale ISBN:	
<hr/>	
Tipo di esperienza:	Altro
Descrizione:	

Figure 11 - Other activities such as publications and articles or different experiences