

CALL FOR APPLICATIONS FOR 2018 / 2019
SPRING CALL FOR FIRST CYCLE DEGREE COURSES IN

Economia E Gestione Aziendale / Business Administration And Management (Classe L - 18)
"Business And Management" Curriculum

Economia Internazionale E Mercati Finanziari / International Economics And Financial Markets (Classe
L33) "Economics And Financial Markets" Curriculum
(curricula taught in English)

1. SCOPE

The present Call for Applications regulates the admission to the degree courses in *Economia e gestione aziendale / Business Administration and Management* (Business and Management curriculum) and *Economia internazionale e mercati finanziari / International Economics and Financial Markets* (Economics and Financial Markets curriculum) for the academic year 2018/2019. The said degree courses are launched at the Department of Economics, Business, Mathematics and Statistics (DEAMS), pursuant to Italian Ministerial Decree no. 270/2004. The courses last three academic years.

Admission to the courses is limited in agreement with paragraph 2 of Italian National Law no. 264/1999 (*"Norme in materia di accessi ai corsi universitari"*). As per Art. 4 (Enrolling in the Selection) of the present Call, **admission is subject to taking the English TOLC-E test** administered by the CISIA (art. 5) and subsequent to a placement ranking and availability of places.

Please note that *Amministrazione e controllo* and *Gestione aziendale* curricula and *Economia Internazionale* curriculum of the two degree courses are taught in Italian and consequently are regulated by another specific Call for Applications.

2. AVAILABLE PLACES

<i>Economia e gestione aziendale / Business Administration and Management</i> (Classe L-18) - "Business and Management" Curriculum	70
<i>Economia internazionale e mercati finanziari / International Economics and Financial Markets</i> (Classe L - 33) - "Economics and Financial Markets" Curriculum	40

The abovementioned places, open to European Union citizens (see note 1.1) and foreign citizens (not from the European Union) legitimately staying in Italy as per the provisions of art. 26, paragraph 5, Italian Law July 30th 2002, no.189 (see note 1.2), are a part of the total amount of places allotted for the academic year 2018/2019. Further places as well as those possibly remaining unclaimed from the Spring Selection, will be assigned in the Summer Selection. Applicants who are not selected in the Spring Selection and foreign citizens (not from the EU) residing abroad may take part in the Summer Selection (which will be announced by an appropriate Call for Applications).

If a candidate holds dual nationality, one of which is Italian, this latter shall prevail as per the provisions of art.19 Italian Law 218/1995.

1.1. The following are deemed equivalent to the citizens of the European Union: the citizens of Norway, Iceland, Liechtenstein, Switzerland, the Republic of San Marino

1.2 The following are included under this category: a) refugees; b) those entitled to subsidiary protection; c) Personnel serving at the diplomatic representations and the international bodies present in Italy, as well as their spouses and children; d) holders of a stay permit, already enrolled in a university course in Italy.

Should the candidate wish to compete for the curricula taught in Italian held at the Department of Economics, Business, Mathematics and Statistics (DEAMS) in addition to the curricula taught in English

regulated by the present Call, s/he shall have to carry out separate enrollment procedures, one for each course or curriculum for which s/he is applying according to the procedures laid down by the relevant Call and to take the TOLC-E.

3. ADMISSION REQUIREMENTS

To take part in the selection, candidates must:

- hold a secondary education diploma obtained in Italy or an equivalent certificate obtained abroad, recognized as valid, or must be enrolled in the last year of secondary education school in the 2017/2018 school year. In the latter case, enrollment at University is conditional upon obtaining the secondary education diploma.
- take the **English TOLC-E test** within 12.00 p.m. on the date previous to the enrollment deadline of the selection.

To enroll in the course, candidates must also hold a certificate proving their proficiency in English at minimum B2 level (Common European Framework of Reference for Languages). The list of the certifications accepted and the cases of exceptions are attached to this Call for Applications (Attachment 1).

Those candidates who do not have such a certificate will nevertheless be able to enroll, but will not be permitted to take any exam before they demonstrate they have reached the level of linguistic competence required. Their knowledge of English may be certified even after enrollment or may be verified through a specific test administered by the Department. The procedures and the deadline for this test will be published on the Department's website <http://deams.units.it/> in due time.

4. ENROLLING IN THE SELECTION

The Call for Application is published on the *Albo Ufficiale d'Ateneo* - Official University Noticeboard (www.units.it/ateneo/albo) as well as on the pages <https://corsi.units.it/en/EC01/admission> for the degree course in *Economia e Gestione Aziendale* and <https://corsi.units.it/en/EC12/admission> for the degree course in *Economia Internazionale e mercati Finanziari*.

Admission to the selection process takes place in two stages. Candidates must:

- register for the English TOLC-E test on <http://www.cisiaonline.it/> and take the test in the place and on the date chosen;
- register in the competition for admission to the degree courses in *Economia e Gestione Aziendale* and in *Economia Internazionale e mercati Finanziari Aziendale* – curricula in English – of the University of Trieste.

Online Registration for the Competition

Candidates must register on-line, on penalty of disqualification, from **March 12th, 2018 and by the final deadline of 12.00 a.m. on the April 23rd, 2018**, as indicated in the following:

- log on to [servizi on line](#) from the menu Studenti>> Servizi on line agli student>> Segreteria Studenti online (ESSE3) on homepage <http://www.units.it>) and register. Once the registration is completed, candidate must print and save the printout with the credentials, user name and password, as they will be valid for all subsequent accesses, future university career included. For any problem candidates are invited to refer to the webpage <http://www.units.it/credenziali>.
- Register for the competition for admission to the degree courses in *Economia, corsi con curricula in inglese* and express an preference order for the degree courses in which the candidate wishes to enroll;

Candidates who possess the SAT Math and GMAT Quantitative certificates are required to register for the competition by following the procedures explained above. Those who have scored at least 580 out of 800 in the "SAT Math" test or at least 47 out of 60 in the "GMAT Quantitative" test may be exempted from taking

the English TOLC-E test. These scores correspond to the top 30% in the ranking obtained by candidates in their respective tests. The ranking list will be drawn up using the scores obtained in SAT or GMAT tests on the basis of the percentile ranking obtained.

The original or certified true copy of SAT Math or GMAT Quantitative certificates must be sent to the Segreteria Studenti – Servizio Economia by **April 23rd, 2018**. They may be sent by either:

- post mail to Segreteria Studenti – Servizio di Economia, Università degli Studi di Trieste, P.le Europa 1, 34127 Trieste;
- email to economia.studenti@amm.units.it, together with a self-declaration affidavit and front and reverse photocopy of an identity document.

Choosing the Degree Courses

Before registering for the competition for the courses in *Economia – corsi con curricula in inglese*, candidates may choose one or both degree courses by listing them in order of preference (as their first or second choice). Such choice will be binding when enrolling in the degree course.

If a candidate is on the ranking list of students admitted to the degree course he/she had indicated as his/her first choice, he/she will automatically be excluded from the ranking list of the degree course that s/he had indicated as second choice.

If, on the other hand, the candidate is not on the ranking list of students admitted to the degree course that s/he had indicated as first choice, the candidate's position in the ranking list of the degree course that s/he had indicated as their second choice will be considered.

If the candidate is not on the ranking list of students admitted to the degree course of his/her first choice, but s/he is on the ranking list of students admitted to the degree course of his/her second choice, then the candidate will have two options:

- **accept** his/her place in the degree course of his/her second choice. S/He will have to submit his/her enrollment application for his/her second choice degree course; failure to do so will result in exclusion from the ranking list of his/her second choice degree course and s/he will not be able to switch to the degree course of his/her first choice.
- **refuse** his/her place in the degree course of his/her second choice and wait for the reallocation of the places which may be left unclaimed for his/her first choice degree course. In this case, s/he will be able to enroll in the degree course of his/her first choice only if s/he ends on the ranking list once a place becomes available after the reallocation. However, s/he will no longer be able to enroll in the degree course of his second choice.

If s/he is placed on both ranking lists, but has not been admitted to any degree course, s/he may enroll only if a place becomes available during the reallocation of places.

If a candidate expresses only one choice and is not admitted to the chosen degree course, s/he will not be able to enroll in the other degree course even if there are places left unclaimed.

For those candidates who do not have access to the internet, the University provides computer access at the Segreteria Studenti offices during opening hours.

Information on application and admission procedures may be obtained by addressing the Ufficio Segreteria Studenti delle Aree Scienze Sociali ed Umanistiche: e-mail: economia.studenti@amm.units.it

Candidates who are European Union citizens or non-European Union foreign citizens legitimately staying in Italy and hold a secondary education diploma obtained abroad may address the Ufficio per la Mobilità Internazionale: e-mail: stranieri.studenti@amm.units.it

Disabled candidates and candidates suffering from specific learning disabilities can turn to

- Servizio Disabilità: tel. : +39 040 558 2570 – fax +39-040 558 3288 – email: disabili@units.it
- Servizio Dislessia: tel. +39 040 558 7792 – fax +39 040 558 3288 – email: dislessia@units.it

The offices are located in the right wing of the Main building on the University Campus in Piazzale Europa n. 1, Trieste

Information on the location of the counters and desk office hours is available on the University home page at [Studenti>>Segreteria Studenti>>Orari Segreterie](#) or <http://www.units.it/studenti/segreteria-studenti/orari-segreteria-studenti>

5. ENGLISH TOLC-E TEST

English TOLC-E is an online test administered by the *Consorzio Interuniversitario Sistemi Integrati per l'Accesso* (CISIA) which gathers a number of member Universities; a list of the members can be viewed on <http://www.cisisonline.it>

As concerns this call for applications, the minimum score for admission to the courses is 5 (five) points out of 36 (thirty-six), without additional learning requirements (Obblighi Formativi Aggiuntivi - OFA)

The English TOLC-E test is made up of thirty-six questions in English in the following sections:

- 13 logical reasoning
- 10 reading comprehension
- 13 mathematics

The test lasts 90 minutes, namely 30 minutes per section. Every question has 5 multiple choice answers, but only one is correct. The test score is calculated as follows:

- correct answer: 1 point;
- incorrect answer: -0,25 points;
- no answer not provided: 0 points

Registering for and Taking the TOLC test

Candidates must log in CISIA platform from <http://www.cisisonline.it/area-tematica-tolc-cisia/home-tolc-generale/> and register in the area English TOLC-E and then choose the testing seat and date and enroll. Registration fee is **€ 30,00** and is not refundable.

Candidates enrolled in English TOLC test must arrive at the chosen testing seat at least 30 minutes before the beginning of the testing. The testing seat and room are indicated on the enrollment and payment receipt by CISIA. This receipt must be printed and, alongside with the personal identification document, must be presented upon entering the testing room. The personal identification document must be the one the candidate entered when registering for the English TOLC-E.

Candidates can read the TOLC-E Testing Rules for Students on: <http://www.cisisonline.it/area-tematica-tolc-cisia/regolamenti/> . When taking the test, candidates must abide by the provisions set under Art. 6 of the Rules.

The English TOLC-E test may be taken either before or after enrolling in the selection, but within 12:00 a.m. (midnight) the day before the selection deadline. The test may be taken once every solar month by registering again on <http://www.cisisonline.it/> and paying further **€ 30,00** registration fees. If a test is taken over again, the test with the highest score will be considered in the present selection process. The test can be taken at any seat that takes part in the English TOLC-E (calendar of scheduled testing dates can be seen on <http://www.cisisonline.it>). For further information or assistance regarding English TOLC-E candidates can turn to the CISIA Help Desk Service (<http://helpdesk.cisisonline.it>)

The English TOLC-E test for the Department of Economics, Business, Mathematics and Statistics of the University of Trieste will be held on:

- April 18th, 2018

6. ENGLISH TOLC-E SCORING AND RANKING LIST

Once the enrollment deadline has expired, candidates' English TOLC-E scores obtained for that selection are collected by the University directly from the CISIA. Scores are collected through the *codice fiscale* – the Italian taxpayer identification number. Hence, candidates must take great care to digit the number correctly in the CISIA's and the University's platforms, as any incorrect typing or entering of a different *codice fiscale* results in the impossibility to retrieve the score that has been obtained.

The ranking lists are drawn up and approved by the Department of Economics, Business, Mathematics and Statistics on the basis of the scoring obtained in the English TOLC-E test. In the case candidates obtain the same score, priority will be given to the younger candidate.

The ranking lists will be published on the official University Noticeboard - Albo di Ateneo <http://www.units.it/ateneo/albo/> on **May 8th, 2018**. This publication is valid as the official notice to all effects. **No personal communication shall be issued.** The ranking list will be published also on <https://corsi.units.it/en/EC01/admission> for the degree course in *Economia e Gestione Aziendale* and <https://corsi.units.it/en/EC12/admission> for the degree course in *Economia Internazionale e mercati Finanziari*

7. PLACE ACCEPTANCE

Candidates who are on the ranking list **must accept their place** by carrying out the pre-enrollment procedure by **11:00 a.m. on May 15th^d, 2018**. Failure to do so will result in the exclusion from the list.

Online pre-enrollment (by May 15th, 2018)

1. Log on to [servizi on line](#) from the menu Studenti >> Servizi on line agli student>> Segreteria Studenti on line (ESSE3) on homepage <http://www.units.it/>) log in with the credentials (user name and password) received upon registration, enter the required information. For any problem concerning credentials please refer to the page <http://www.units.it/credenziali>.

2. Pay the €16.00 for the legal stamp to be attached to the enrollment application, by May 15th, 2018 using the personal payment form, which can be printed at the end of the pre-enrollment procedure, or credit card online. No other means of payment are accepted.

Allocation of Unclaimed places

The list of candidates who are entitled to any places that are left unclaimed as well as the terms for accepting any such places will be published on **May 18th 2018** on pages <https://corsi.units.it/en/EC01/admission> for the degree course in *Economia e Gestione Aziendale* and <https://corsi.units.it/en/EC12/admission> for the degree course in *Economia Internazionale e mercati Finanziari*

If there are places left unclaimed after the reallocation of places, they will be allotted for the Summer Selection (which will take place in August 2018).

If a candidate who past the admission test, but is not on the ranking list of students admitted and entitled to pre-enroll (*idoneo non ammesso*), s/he will not be able to enroll in any degree course even if places are left unclaimed in the Summer Selection 2018 or in any other academic year after the test has been taken.

8. ENROLLMENT

Candidates who have accepted their place (see art. 7) and have obtained their secondary school diploma (or foreign certificate recognized as valid) must carry out the enrollment procedure by 11:00 a.m. on **August 6th, 2018** in order not to lose their entitlement to the enrollment. They must enter the final grade obtained on their secondary school diploma and pay the final part of the first installment of the fees and taxes and follow the procedure that will be announced on the university website in due time when enrollment to the academic year 2018/2019 starts.

Candidates who hold a foreign secondary school diploma must submit the original or a certified true copy

of the secondary school diploma to the *Ufficio per la Mobilità Internazionale* within the same deadline, The diploma has to be legalized or bear the *Apostille* seal (except for countries that are parties to conventions exempting legalizations) and must be officially translated in Italian or in English. In case the diploma does not bear a final grade or a legenda of the grading system, a minimum grade will be recognized. Non-European Union citizens will have to present their stay permit.

Enrollment through this selection is open to the first year of the degree course. It does not entitle to any transfer to/from other Universities, to other degree courses or any form of accreditation for subsequent years of course.

9. VERIFICATION OF ADDITIONAL LEARNING REQUIREMENTS (OBBLIGHI FORMATIVI AGGIUNTIVI – O.F.A.)

The score obtained in the English TOLC-E also counts as a verification of the level of knowledge required for being admitted to and for the identification of *obblighi formativi aggiuntivi* (namely additional learning requirements) pursuant to art. 6, comma 1, Italian Ministerial Decree 270/2004, and in accordance with the terms provided by in the Rules governing each degree course.

Candidates who are admitted with an English TOLC-E score lower than 5 points out of 36 may enroll and take exams in the first year. Additional learning requirements shall be fulfilled by passing Mathematics. If a student does not manage to fulfil the additional learning requirements by the end of the first year, s/he may enroll in the second year, but shall not be allowed to take any exam until the additional learning requirements have been fulfilled.

Nota Bene: Students shall not be allowed to take any exam until they do not provide evidence of the level of language knowledge required for admission by the Call for Applications.

10. ACCESS TO ADMINISTRATIVE DOCUMENTS, DATA PROCESSING AND PERSON IN CHARGE OF THE PROCEDURE

The personal data collected for this call for applications will be processed, also through electronic means, in pursuance of Art. 13 of Italian Legislative Decree no. 196/2003. The University is entitled to process personal data in carrying out its institutional tasks, without need to obtain the prior consent by the concerned party within the limits established by current laws (art. 18, Italian Government Decree 196/2003). Furthermore, the data could be used, in an aggregated form and for statistical purposes, also by the Ministry of Education, Universities and Research.

It is necessary to consent to the processing of the personal data needed for the drawing up of the ranking list, otherwise the candidate will be excluded from the selection.

The candidate may exercise the right to access the data submitted as per the provisions of art. 7 of the Italian Government Decree 196/2003

The candidate may access the documents referring to the selection procedures, as per the law in force (Italian Law 241/90 and Decree of the President of the Republic 184/2006).

The Data Controller is the University of Trieste, P.le Europa,1 – 34127 Trieste

As per the provisions of Italian law 241/90, the Data Processor is the Head of the Students' Office, Social and Human Sciences Area – Capo Ripartizione Segreterie Studenti/Area Scienze sociali e umanistiche of the University of Trieste: Ms. Erika Federici.

**NOTE: THIS IS A WORKING TRANSLATION OF THE ORIGINAL OFFICIAL ITALIAN TEXT
OF THE “BANDO DI AMMISSIONE AI CORSI DI LAUREA”**

ATTACHMENT 1 to Call for Applications for English curricula Degree Courses in:
Economia e Gestione Aziendale/Business Administration and Management
Economia internazionale e Mercati finanziari / International Economics and Financial Markets

First Cycle Degree Courses – Curricula taught in English: minimum B2 level required

<https://iuslit.units.it/CLA>

List of language certifications by language certification authorities recognized by MIUR

The recognition of external diplomas for the English skills and competence test (*prova di idoneità linguistica in inglese*) must be requested to the Segreteria Studenti within 4 years from their date of issue. This period includes the entire solar year, provided that the request be presented within December of the year in which the certificate expires (e. g.: all certificates issued in 2015 are valid until December 2019).

Students may request the recognition of language certificates that are issued by certification authorities other than those listed in the above link, but the request shall be subject to the judgement of the Board of the Department.

FURTHER CASES OF EXEMPTION

The candidates are considered to have reached the required level of English if:

- he/she has obtained a high school diploma or has attended at least one year at a college in a country where English is the teaching language,
- he/she has obtained a diploma (final high school diploma or university diploma) in Italy or abroad, at the end of a cycle of studies entirely in English,

Further cases shall be evaluated by the Board of the Department.