

# **CALL FOR APPLICATIONS FOR THE FIRST CYCLE DEGREE COURSES IN**

## **Economia e gestione aziendale/Business Administration and Management (Classe L - 18)**

"Business and Management" Curriculum – taught in English

## **Economia internazionale e mercati finanziari / International Economics and Financial Markets (Classe L-33)**

"Economics and Financial Markets" Curriculum – taught in English

### **Academic year 2016/2017 - Summer Selection**

At the Department of Economics, Business, Mathematics and Statistics (DEAMS), University of Trieste, pursuant Italian Government Decree no. 270/04, the first cycle degree courses in *Economia e gestione aziendale* (Business and Management curriculum) and in *Economia internazionale e mercati finanziari* (Economics and Financial Markets curriculum) have been launched for the academic year 2016/2017.

The activation of the courses is subject to their accreditation in accordance with Italian Ministerial Decree no. 47 dated January 30<sup>th</sup>, 2013 as amended by Ministerial Decree no. 1059, December 23<sup>rd</sup>, 2013.

#### **Please note that:**

- the "Amministrazione e controllo" and "Gestione aziendale" curricula  
and  
- the "Economia internazionale" curriculum,  
are taught in Italian and consequently are regulated by another specific Call for Applications.

The courses last three academic years.

In agreement with Italian National Law ("Norme in materia di accessi ai corsi universitari") and subsequent amendments and additions, admission is subject to passing an admission test in English (see Section 3 of this Call for Applications).

#### **Requirements**

Prospective students should hold a secondary education diploma or an equivalent certificate obtained abroad that is recognized as valid by the applicable law.

**The candidate must have obtained the required diploma at the time of the submission of the enrollment application.**

To be enrolled it is furthermore necessary for the candidate to hold a certificate proving his/her proficiency in English at B2 level (Common European Framework of Reference for Languages). The list of the certifications accepted and the exceptions are attached to this call for applications (attachment 1). Those candidates who do not have such a certificate will nevertheless be able to apply; they can present a B2 certificate by the end of November, or their English will be verified through a specific test organized by the

Department at the beginning of December. Detailed instructions about the date, place and structure of the test will be published on the website <http://deams.units.it/>.  
 If the prospective student fails, he/she will not be permitted to take any exam before he/she demonstrates he/she has reached the level of linguistic competence required.

### 1. AVAILABLE PLACES

	European Union Citizens (see note 1.1)	Non-European Union Citizens living abroad
Economia e gestione aziendale / Business Administration and Management (Classe L-18) - "Business and Management" Curriculum	52	10 2 places of which are reserved for students from Vietnam
Economia internazionale e mercati finanziari/International Economics and Financial Markets (Classe L-33) - "Economics and Financial Markets" Curriculum	46	5 3 places of which are reserved for students from Vietnam

The abovementioned places, available for European Union citizens (see note 1.1) and Foreign (non-EU) citizens legitimately staying in Italy as per the provisions of art. 26, paragraph 5, Italian Law 30th July 2002, no. 189 (see note 1.2 ), are a quota of the total amount of places allotted for the academic year 2016/2017 (all remaining places have been assigned during the spring selection). Applicants who have not been selected in the spring selection and Foreign (non-EU) citizens residing abroad may take part in the summer selection.

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 diplomatic representations and international organizations present in Italy, their spouses and children; d) the holders of a stay permit for study who are already enrolled in a university course in Italy.

The selection test can be taken in:

**TRIESTE – at the University of Trieste , Piazzale Europa , 1**

or VENICE through the cooperation established with the Ca' Foscari University in Venice.

The candidate shall take one exam only, which will be valid for the following degree courses:

<b>University of Trieste</b>	Degree course in <i>Economia e gestione aziendale/ Business Administration and Management</i> ("Business and Management" curriculum)
	Degree course in <i>Economia internazionale e mercati finanziari/ International Economics and Financial Markets</i> ("Economics and Financial Markets" curriculum)

<b>University of Ca'Foscari, Venice</b>	Degree course in Economia Aziendale/ Business administration and Management ("Economics and Management" curriculum)
	Degree course in Economia e commercio/ Economics and Business ("Economics, markets and finance" curriculum)

Should the candidate wish to participate in the selection for both Universities, he/she shall:

- carry out two separate pre-enrolment procedures, one for each University;
- pay the pre-enrolment fees as required by each University;
- take part in the admission test that will be held on the 26<sup>th</sup> August 2016 at the chosen University.

PLEASE NOTE that, even if the candidate wishes to participate in the selection for both universities, he/she must indicate in the two pre-enrolment forms the same university he/she has chosen to sit the admission test.

The deadlines for pre-enrolments, admission test and publication of the results are the same for both universities. For any other aspect regarding specific procedures for pre-enrollment and enrollment, please refer to the call for admissions issued by each University.

Exemption from taking the admission test may be possible for candidates 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 ". 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 candidates who hold the abovementioned certification nevertheless are required to pre-enroll by following the procedures listed under Section 2.

Should the candidate wish to compete for another course taught in Italian at the Department of Economics, Business, Mathematics and Statistics (at the University Trieste), in addition to the courses in the curricula taught in English offered through this call for applications, he/she shall:

- carry out a separate pre-enrollment procedure, one for each course/curriculum for which he/she wishes to compete for;
- pay the pre-enrollment fees as required;
- take part in an admission test for the courses taught in Italian, which will be held on the 25<sup>th</sup> of August, in addition to the test for the curricula held in English, which will be held on the 26<sup>th</sup> of August.

## **2. ENROLLMENT IN THE ADMISSION TEST**

### **Choice of the Degree Courses**

Before enrolling, applicants 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 within the ranking list of students admitted to the degree course according the procedures listed under Section 4; the choice will be binding in the following terms:

- a) If a candidate has been placed successfully in the ranking list of students admitted to the degree course he/she had indicated as his/her first choice, then he/she will automatically be excluded from the ranking list of the degree course he/she had indicated as his/her second choice.

b) If the candidate has not been placed in a successful position on the ranking list of students admitted to the degree course he/she had indicated as his/her first choice, but has been placed on the ranking list of the degree course he/she had indicated as second choice, the candidate may:

b1) **accept** his/her place in the degree course he/she had indicated as second choice: in this case he/she will have to submit the enrollment application for the degree course; failure to do so will result in the exclusion from the ranking list. Consequently, his/her placement on the ranking list of students admitted to the degree course indicated as their first choice **will be annulled** and, under no circumstances, shall he/she ultimately be able to seek transfer to the first choice degree course; b2) **refuse** his/her place in the degree course he/she had indicated as second choice and wait for the reallocation of the places which may be left unclaimed for the degree course he/she had indicated as first choice. In this case, he/she will be able to enroll in the degree course he/she indicated as first choice only if he/she is placed in a successful position on the ranking list after the reallocation of unclaimed places. However, he/she will no longer be able to enroll in the degree course he/she had indicated as first choice.

c) In case a candidate has not been placed in a successful position in either ranking list, he/she will remain in that same position and may enroll in a degree course only if he/she reaches a successful position through the reallocation of the places which were left unclaimed in either ranking lists. In this case, the criteria illustrated in the above points a) and b) apply.

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

#### **On-line pre-enrollment in the admission test**

Candidates must register online, on penalty of non-admission to the test, from **July 13<sup>th</sup>, 2016 and by the final deadline of 12:00 a.m. on the August 10<sup>th</sup>, 2016**, as indicated here below:

1. **log on** to the dedicated link <http://www.units.it/immatricolazioni> **and register**. Once the registration is completed, 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 please refer to the webpage <http://www.units.it/credenziali>.
2. **enroll** for the **admission test** for the degree courses in **Economia, curricula taught in English**:
  - a. express a preference order for the degree courses to which the candidate wishes to enroll in;
  - b. choose **the location** for the admission test (as it is possible to take the test also in Venice, as indicated in Section 1). If the choice is **not** the University of Trieste, please remember that it is also necessary to pre-enroll at the University Ca' Foscari in Venice;
3. **pay the admission test fee of € 26.00 by August 10<sup>th</sup>, 2016, failing to do so will result in the exclusion from the test**. The payment should be made at the end of the online enrollment procedure, either directly online by credit card or by using the personal payment form (MAV), which can be printed and paid at a bank. Please be aware that if you pay the MAV online through your own bank or by "Banca Telefonica", the payment may be completed on the first working day thereafter and not necessarily on the same day; consequently, candidates must make sure that all payments be completed within the final deadline.

No other forms of payment are permitted.

On the days following payment, check that the payment has been received: access the online service <http://www.units.it/esse3/online/> using the credentials you received on enrolling, open the link "*pagamenti*" in the left-hand menu of the screen: a green light in the column "*stato*" means that the payment has been recorded. If payment is not yet recorded, send the receipt of payment to the '*Segreteria Studenti*' [economia.studenti@amm.units.it](mailto:economia.studenti@amm.units.it).

4. If you have taken one of the following tests "SAT Math" or "GMAT Quantitative" you must send the certificate to the '*Segreteria Studenti – Servizio Economia*' by the same date.

Payment will not be refunded under any circumstances.

The application will be considered signed by the candidate with the signature required on the day of the test.

**Candidates with qualifications gained abroad** must submit the following documents to the ‘*Servizio Studenti Stranieri*’ (stranieri.studenti@amm.units.it) by the same date of **August 30<sup>th</sup>, 2016**:

- qualification certificate, legally proven if necessary, in certified copy with official translation in Italian and declaration of validity issued by the Italian Embassy or Consulate of the country where the qualification has been gained;
- as an alternative to the declaration of validity, candidates may submit a certificate issued by the ENIC-NARC (CIMEA in Italy) centres or other certificates issued by foreign official bodies.

These certificates must be legalized or must bear the *Apostille* stamp (except for the countries that are parties to the treaties that envisage exemption from legalization) and officially translated in Italian. The declaration of validity or any equivalent certificate must indicate the final mark of the qualification and a legend illustrating the grading system employed. In case this information is not provided, the lowest grade will be assigned.

**Candidates who are not European Union citizens** must submit also their permit of stay.

Candidates who do not submit said documentation within the time stipulated will be conditionally admitted to the admission test, but must submit the documentation before final enrollment (see Section 5). Candidates who fail to do so will no longer be entitled to enroll in the degree courses.

**Foreign non-European Union citizens residing abroad** must submit a pre-enrollment application to and apply for an entry permit for study purposes at their local Italian Embassy or Consulate before initiating the online enrolment procedures explained above. Upon their arrival in Italy and not later **than August 30<sup>th</sup>, 2016**, candidates must hand in the documents processed by the Consulate and show the receipt of their stay permit application to the “*Servizio Studenti Stranieri*”

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

For additional information and request please refer to the following contacts

<b>SEGRETERIA STUDENTI:</b> Piazzale Europa, 1 - 34127 Trieste Building A (right wing), basement tel.: +39-040-558.2896 – e-mail: economia.studenti@amm.units.it
<b>UFFICIO MOBILITA’ INTERNAZIONALE (STUDENTI STRANIERI):</b> piazzale Europa, 1 - 34127 Trieste Building A (right wing), basement tel.: +39-040-558/.2569/3187 – e-mail: stranieri.studenti@amm.units.it
<b>SERVIZIO Orientamento e URP:</b> piazzale Europa, 1 - 34127 Trieste Building A (left wing), ground terra – e-mail: orientamento@units.it

### **Disabled candidates and candidates suffering from specific learning disabilities**

Disabled candidates, as per the provisions of Italian law no.104/1992 as modified by Italian law 17/99, can request the use of those means which may be necessary during the test and may be allowed extra time. Those candidates who are affected by specific learning disabilities are allowed 30% extra time and, for specific serious cases, any measure able to ensure equal opportunities as foreseen by Italian law 170/2010. The request must be submitted at least 15 days prior to the date fixed for the test, either to:

- Sportello Disabili office - Piazzale Europa 1, 34127 Trieste, Edificio A (right wing), basement – tel. +39-040-558.2570 – fax +39 040 558.3288 – email: disabili@units.it

- or for reading disorders: Sportello Disabili office - Piazzale Europa 1, 34127 Trieste, Edificio A (right wing), basement – telephone +39-040-558.7792 – fax +39 040 558.3288 – email: dislessia@units.it
- The request should be accompanied by a certificate issued by the Commissione Sanitaria [Health Authority] as foreseen by Italian law 104/1992 or by a self-declaration as per the provisions of art. 39 of Italian law 448/98 or, for the students with specific learning disabilities, by the certification foreseen by Italian law 170/2010, issued within three years of the date of the admission test.

### 3. ADMISSION TEST

**The admission test will be held on August 26<sup>th</sup> at 10:30 a.m.**, at the same time in both Universities, with the same procedures and the same content.

#### **Venue and identity check**

Candidates must be at the **Edificio H3** – H3 Building, at the University in Piazzale Europa 1, Trieste by **9:00 a.m.** for identification. The candidate must produce the following:

- personal identification document;
- photocopy of the same document;
- receipt for the admission fees he/she has paid.

The Commission administering the test is nominated by the Council of the Department of Economics, Business, Mathematics and Statistics. The Commission shall determine how to carry out the invigilation of the candidates during the test. The president of the commission is responsible for the procedures of the tests, as per the provisions of Italian law 241/90, and subsequent amendments and additions.

#### **Content of the test, minimum score and evaluation**

The admission tests lasts 45 minutes and is made up of forty-five multiple choice questions about logic and mathematics (**45 questions**) **written in English**. The questions are aimed at verifying:

- analytical and quantitative skills (by means of exercises measuring the candidates' ability to comprehend, solve and analyze quantitative problems);
- mathematical knowledge (set union and intersection, logic problems, number and operations, arithmetic, basic algebra, equations and inequalities, graphs representing functions).

A total of **45 points** can be awarded, with the following scoring system :

- 1 point for each correct answer,
- 0,5 (minus 0,5) for each wrong answer,
- 0 points for any answer not provided (a blank).

**Candidates must achieve a minimum of 10 points to be admitted to the course.**

If the candidate gets a lower mark he/she has to acquire the basic competencies needed to attend the course according to the procedure described in section 7.

The results of the test are not valid for other than this call.

#### **Duties of the candidates**

a) During the test, candidates cannot speak to each other, exchange written work, or communicate with other people, with the exception of those in charge of the invigilation. Candidates will not be allowed to have bags or rucksacks, books or notes, paper sheets, mobile phones, calculators or any other electronic device; before the start of the test the Commission shall give instructions on where these items are to be left. Any candidate who is found with such items during the test, shall be excluded from the test itself. During the test, there will be invigilators ensuring that candidates respect the rules mentioned above.

- b) Candidates must remain in the test room until the end of the test.
- c) If candidates fail to follow the instructions received before the start of the test, their test shall be annulled.

#### 4. RANKING LISTS AND PLACE ACCEPTANCE

The ranking lists will be drawn up on the basis of the overall scoring obtained in the test.

As far as the places available for enrollment in the degree courses are concerned, candidates who have achieved a minimum score of ten (10) points in the test will be admitted.

In case of an equal score, priority shall be given to the candidate who has achieved a higher grade in his/her secondary school diploma. In the further case of an equal grade, priority shall be given to the younger candidate.

The ranking lists will be published on the **September 2<sup>nd</sup>, 2016, after 12:00 a.m.**, on the official University Noticeboard - Albo di Ateneo, <http://www.units.it/ateneo/albo/>. This publication is valid as the official notice to all effects. **No personal communication will be issued.** Furthermore, the ranking list will be published in the section "*ulteriori informazioni specifiche sul corso*" ("further information about the course") which can be accessed from [www.units.it](http://www.units.it) following the path Studenti>>Guida on line Esse3>>Laurea>>, selecting one of the two degree courses and then "*ulteriori informazioni specifiche*".

If a candidate passes the test successfully, but is not granted a place (e.g. his/her position on the ranking list does not entitle him/her to enroll in a degree course), his/her condition refers solely to the current selection procedure and does not entitle him/her to have access to the degree courses in the following academic years.

#### 5. ENROLLMENT IN DEGREE COURSES AND REALLOCATION

The application for enrollment in degree courses must be carried out exclusively online within the final deadline set at **12:00 a.m. on Sept. 7<sup>th</sup>, 2016**.

At the time of the enrollment application, candidates must have given up any previous alternative university course or similar.

Before accessing the online procedure, candidates must digitalize the following documents, which will have to be uploaded:

- Front and reverse side copy of a **valid identity document** (identity card or driving license or passport) and, if not already included in the electronic identity card, also the **codice fiscale** (Italian taxpayer identification number as it appears on the *codice fiscale* card or European national health service card); be aware that both must be copied in one single file in pdf format.
- **compulsory declaration**, available on [www.units.it](http://www.units.it), *path student>Segreteria student>come fare per immatricolarsi* ; to be duly filled out;
- one **ID photograph** (size 35x40 mm: = 132x151 pixel). Accepted formats are JPEG (.JPG) and BITMAP (.BMP) and the file size must not exceed 2Mb.

To complete the procedure for enrollment in a degree course, candidates must:

1. **log on** to <http://www.units.it/immatricolazioni> and log in with the credentials (user name and password ) received upon enrollment in the admission test;
2. **enter** the required information and upload the abovementioned documents;
3. **pay** the first installment of the university fees with the use of a credit card (or prepaid card) **directly online** and then verify the state of the payment by opening the link "*pagamenti*" from the left-hand menu on the screen so as to be sure that the operation has been completed successfully (the green light confirms the crediting).

As an alternative only in the case online payment with a credit card is not possible, candidates have to print the filled-in MAV and carry out the payment in a bank within the final deadline set for degree

course enrollments. Within this same deadline, the payment receipt will have to be sent to [economia.studenti@amm.units.it](mailto:economia.studenti@amm.units.it); the receipt must bear the following wording: cognome e nome, contributo di immatricolazione al corso di laurea in ... (last name and first name, enrollment fee for the degree course in ...). Remember to add the name of the degree course.

Please be aware that if you pay the MAV online through your own bank or by “Banca Telefonica, the payment may be completed on the first working day thereafter and not necessarily on the same day; consequently, be sure that the payment be completed within the final deadline.

No other forms of payment are permitted.

This marks the end of the online procedure. The online enrollment application may be viewed by clicking on “*pdf riepilogo immatricolazione*”. The application and its uploaded attachments **must not be** handed in to the “*Servizio Studenti Stranieri*” in paper copy.

**Non-European Union students who hold an Italian school diploma** must come to the *Segreteria Studenti* in order to show their permit of stay within the enrollment deadline.

**Candidates who hold a foreign school degree**, and who have not submitted the documents referred to in Section 2 (Enrollment in the Admission Test), must absolutely hand in these documents to the “*Servizio Studenti Stranieri*” **before starting the online enrollment procedures**.

Any additional information dealing with the University fees and how to pay them, and the available financial benefits will be published in the “*Manifesto tasse, contribute ed esoneri per l’anno accademico 2016/2017*” (Policy Statement on Tuition Fees and Financial Benefits for Academic Year 2016/2017).

### **Enrollment following a transfer from another course and transfer from other Universities, a previous university degree, loss of student status or withdrawal from university**

Successful candidates who are already enrolled in a degree course at the University of Trieste need to apply for a transfer from their current course, by submitting the relevant request to the Servizio Segreteria Studenti of their course within the deadlines set above.

Successful candidates who are already enrolled at another University must present the request for transfer at their University and then enroll at the University of Trieste by following the online enrollment procedure as described above and choosing the option “*immatricolazione per trasferimento*”. Within the same deadline, candidates must send a message stating the application date of the transfer and containing a copy of his/her ID card to [economia.studenti@amm.units.it](mailto:economia.studenti@amm.units.it).

Successful candidates who already hold a university degree must enroll at the University of Trieste by following the online enrollment procedure and choosing the option “*abbreviazione carriera*” as explained above. These candidates must send an email message containing all digital documents uploaded and a self-declaration on their previous university student career (the form is available on the website of the University of Trieste under the section “*modulistica*”) to [economia.studenti@amm.units.it](mailto:economia.studenti@amm.units.it).

Candidates who have lost their status as university students owing to failure to complete their studies within the legal lapse or who have withdrawn from university, either at the University of Trieste or any other University, must enroll by following the online enrollment procedure explained above. Within the same deadline, these candidates must send an email message containing details on the closing of their previous university student career owing to either loss of student status or withdrawal, as well as an attached copy of his/her ID card, to [economia.studenti@amm.units.it](mailto:economia.studenti@amm.units.it). The candidates shall have to pay the first installment of enrollment taxes and fees and the fees envisaged in the *Manifesto tasse, contributi ed esoneri per l’a.a. 2016/2017* (Policy Statement on Tuition Fees and Financial Benefits for Academic Year 2016/2017).



Successful candidates who shall not follow the procedures explained above and shall not send all required attachments or shall not submit their transfer application by September 7<sup>th</sup>, 2016 as explained above, shall no longer be entitled to enroll in a degree course.

### **Reallocation of places**

On **September 12<sup>nd</sup>, 2016**, at noon, in the website <https://esse3.units.it/Guide/Home.do>, in the section “ulteriori informazioni specifiche sul corso” available selecting “laurea” and then the chosen degree course, the places not taken, if any, and the procedure for enrolment will be published.

The candidates have to apply for the available places by **September 15<sup>th</sup>, 2016**, 11.00 a.m.

After that date all the remaining places that have not been assigned will be reallocated down to the completion of the ranking list according to the evaluation criteria defined by the department.

### **Enrollment in the second year in the degree course *Economia e gestione aziendale*/Business Administration and Management (- curriculum Business and Management) and in the degree course *Economia internazionale e mercati finanziari* International Economics and Financial Markets (- curriculum Economics and Financial Markets)**

Students who wish to enroll in the second or the third year of the above mentioned degree courses must not take the admission test if at least 30 CFU out of the first year course credits, and 60 CFU out of the first two years course credits, respectively, have been recognized by the degree course coordinator. These students must submit a request of evaluation of their previous student career including a self-declaration of their previous university student career (the form is available on the website of the University of Trieste in the “modulistica” section). This request must be sent to [economia.studenti@amm.units.it](mailto:economia.studenti@amm.units.it) by **July 15<sup>th</sup> 2016**.

Candidates will be enrolled in the second and third year up to the number of available places.

Candidates failing to obtain the recognition of the above mentioned minimum CFU have to take the admission test and have enroll for the test by **12.00 a.m. August 10<sup>th</sup> 2016**.

## **6. ADDITIONAL LEARNING ACQUIREMENTS**

An Introductory Mathematics course will be offered to the students whose entrance test got an evaluation lower than 10 points. At the end of the course a test will be organized, the details about the date, place and format of the test will be published on the Department website (<http://deams.units.it/>). If the student fails the test, the additional learning requirements will be fulfilled by passing the Mathematics exam within the first year of the degree course. Students failing the Introductory Mathematics test and not being able to pass the Mathematics exam can enroll in the second year, but are not allowed to take any exam until he/she has fulfilled the additional learning requirements.

Moreover, until the student has not been able to demonstrate that he/she has the language skills required for the degree access, he/she will not be allowed to take any exam.

## **8. FINAL PROVISIONS AND INFORMATION**

This call for admission is published on the official noticeboard of University of Trieste, which can be accessed at <http://www.units.it/ateneo/albo> ; the call for admission and all the relevant documents are published under the section “ *ulteriori informazioni specifiche sul corso*” (“further additional information about the course”) on the online guide, which can

be accessed at [www.units.it](http://www.units.it) following the path: Studenti>>Guida online Esse3>>Laurea, selecting one of the two degree courses and then "*ulteriori informazioni specifiche*". **These publications are considered official notices to all effects and no personal communications will be issued.** Any aspect not regulated by this call for applications will be governed by the applicable law.

As far as fees, payment procedures and potential grants or reduction of tuition fees are concerned, please refer to the "*Manifesto tasse, contributi ed esoneri*" (Policy Statement on Tuition Fees and Financial Benefits) for the academic year 2016/2017, which will be published in due time.

**NOTE: THIS IS NOT AN OFFICIAL TRANSLATION, THE OFFICIAL TEXT IS THE ITALIAN "BANDO DI AMMISSIONE"**

## **9. ACCESS TO ADMINISTRATIVE DOCUMENTS; DATA PROCESSING; AND PERSON RESPONSIBLE FOR THE PROCEDURE**

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. For the organisation of the admission tests and for the correction of the tests, the data will be forwarded to the company INTERSISTEMI Italia S.P.A., via dei Galla e Sidama, 23 – 00199 ROMA. Furthermore, the data could be used, in an aggregated form and for statistical purposes, also by the Italian Ministry of Education, Universities and Research.

It is necessary to consent to the processing of the personal data needed for 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 D.Lgs – 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 subsequent amendments and additions and D.P.R. 184/2006 – Decree of the President of the Republic).

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

As per the provisions of Italian law 241/90 and subsequent amendments and additions, the Data Processor is the Head of the Students' Office – Responsabile dell'Ufficio Segreteria Studenti delle Aree Scienze sociali ed umanistiche dell'Università degli Studi di Trieste – Erika Federici.

## CONTACTS AND LOCATIONS

<b>Students' Office - Segreteria Studenti</b>	<b>Contacts</b>
<p><b>Headquarter:</b> University Campus, Main building (right wing) Piazzale Europa n. 1 - 34127 Trieste</p> <p><b>STUDENTS' OFFICE - SEGRETERIA STUDENTI:</b> basement (piano seminterrato)</p> <p><b>FOREIGN STUDENTS' OFFICE :</b> basement (piano seminterrato)</p> <p><b>SERVIZIO DI ECONOMIA:</b> basement (piano seminterrato)</p>	<p><b>STUDENTS' OFFICE - SEGRETERIA STUDENTI:</b> Piazzale Europa, 1 - 34127 Trieste e-mail: <a href="mailto:economia.studenti@amm.units.it">economia.studenti@amm.units.it</a></p> <p><b>FOREIGN STUDENTS' OFFICE SERVIZIO STUDENTI STRANIERI</b> Piazzale Europa, 1 - 34127 Trieste e-mail: <a href="mailto:stranieri.studenti@amm.units.it">stranieri.studenti@amm.units.it</a></p> <p><b>RIPARTIZIONE ORIENTAMENTO E URP ORIENTEERING AND PUBLIC RELATIONS OFFICE</b> Main Building, left wing, ground floor e-mail: <a href="mailto:urp@units.it">urp@units.it</a> <b>PEC (certified email):</b> <a href="mailto:didattica@pec.units.it">didattica@pec.units.it</a></p>
<b>Office hours</b>	<b>Useful Links</b>
<p>For information on opening hours and appointments visit website <a href="http://www.units.it">www.units.it</a> and go to <i>Studenti</i>&gt;&gt;<i>Segreteria Studenti</i>&gt;&gt;<i>Orari</i></p>	<p>Official University Noticeboard (Albo Ufficiale di Ateneo): <a href="http://www.units.it/ateneo/albo">http://www.units.it/ateneo/albo</a> Disabled Students' Office</p>

**Attachment 1**

**CERTIFICATIONS OF PROFICIENCY IN ENGLISH (minimum level required =B2)  
AND OTHER CASES OF EXEMPTION FROM THE ENGLISH TEST**

Examinations Board / Examinations	Common European Framework of Reference for Languages (CEFR)		
	B2	C1	C2
<b>Cambridge English Language Assessment</b> (Cambridge ESOL Examinations)	FCE First Certificate in English  FCE for Schools	CAE Certificate in Advanced English	CPE Certificate of Proficiency in English
	BEC Business English Certificate  Vantage	BEC Business English Certificate  Higher	
	BULATS Business Language Testing Service  Upper Intermediate 60 - 74	BULATS Business Language Testing Service  Advanced 75 - 89	BULATS Business Language Testing Service  Upper Advanced 90 - 100
<b>IELTS</b> International English Language Testing System	5.5 - 6.5	7.0 - 8.0	9.0
<b>City &amp; Guilds</b> (Pitman)	ESOL Communicator	ESOL Expert	ESOL Mastery
<b>Trinity College London</b>	ISE II ISE II Ca' Foscari  Grades 8 - 10	ISE III ISE III Ca' Foscari  Grade 11	ISE IV  Grade 12
<b>ETS - TOEFL</b> Test of English as a Foreign Language  iBT = internet-based test PBT = paper-based test	iBT 87 - 109	iBT 110 - 120	
	PBT 507 - 557	PBT 560 - 617	PBT 620 - 677
<b>Oxford University Press</b> Oxford Test of English B	score 111-140		
<b>ETS - TOEIC</b> Test of English for International Communication	Listening 400-489; Reading 385-454	Listening 490; Reading 455	
	Speaking 160-199; Writing 150-199	Speaking 200; Writing 200	
<b>Pearson Tests of English</b>	PTE General Level 3	PTE General Level 4	PTE General Level 5
	PTE Academic 59 - 75	PTE Academic 76 - 84	PTE Academic 85
	JETSET Level 5	JETSET Level 6	JETSET Level 7
	English for Business Level 3	English for Business Level 4	

<b>LCCI International Qualifications - EDI</b>	ELSA Advanced High 413 - 441	ELSA Superior 442 - 457	ELSA 458 - 500
<b>British Institutes</b>	B2 vantage: First examination Master in English Language	C1 proficiency: English Diploma Operational	C2 mastery: Master in English Language

### **FURTHER CASES OF EXEMPTION**

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
- he/she has taken a University exam in English at B2 level (it will be necessary to show a university program/syllabus stating clearly that this is the level reached)