

CALL FOR APPLICATIONS 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 L-33) - "ECONOMICS AND FINANCIAL MARKETS" CURRICULUM (curricula taught in English)

Academic year 2017/2018 - Spring Selection

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 2017/2018.

The said degree courses are launched at the Department of Economics, Business, Mathematics and Statistics (DEAMS), pursuant to Italian Government Decree no. 270/04, subject to their accreditation in accordance with Italian Ministerial Decree no. 47 dated January 30th, 2013 as amended by Ministerial Decree no. 1059, December 23rd, 2013.

Admission to the courses is established in agreement with Italian National Law no. 264/199 (*"Norme in materia di accessi ai corsi universitari"*) and subsequent amendments and additions. Admission is subject, as per Art. 5 of the present Call, to passing an admission test and in relation to a placement ranking and availability of places.

The courses last three academic years.

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</i> / Business Administration and Management (Classe L-18) - "Business and Management" Curriculum	50
<i>Economia internazionale e mercati finanziari</i> / international Economics and Financial Markets (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 EU) 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 2017/2018.

Further places, namely those established as well as those possibly remaining unclaimed from the spring selection, will be assigned during 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 its proper 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) the Personnel serving at the diplomatic representations and the international bodies present in Italy, their spouses and children; d) the holders of a permit to stay, already enrolled at 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;
- pay the required enrollment fees;
- take part in the admission test to the degree courses held in Italian as well as to the courses held in English, taking place on the dates published on the relevant Call for Applications.

3. REQUIREMENTS

A secondary education diploma or an equivalent certificate obtained abroad, recognized as valid by the applicable law, is the basic requirement for admission.

The candidate must have obtained the required diploma at the time of submitting the enrollment application. In order to take part in the Spring Selection, it is sufficient to be enrolled in the last year of secondary school at the moment of the application (see Art. 4 of this Call for Applications).

The candidate may submit the enrollment application after having acquired his/her secondary school diploma (and after having accepted the place by the procedures and within the deadline set in Art. 6 of the present Call), failing which s/he shall lose his/her entitlement to enrollment.

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 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 he/she demonstrates he/she has 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 organized by the Department by the procedures and within the deadline that will be published on the Department's website <http://deams.units.it/>.

4. ENROLLING IN THE ADMISSION TEST

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 page of "*ulteriori informazioni specifiche sul corso*" ("further information about the course") on the online guide, by selecting "Laurea" and then one of the two degree courses.

Eligible candidates

Candidates must be EU citizens (see note 1.1) and foreign citizens (not from the EU) legitimately staying in Italy as per the provisions of Art. 26, Paragraph 5, Italian Law July 30th, 2002, no.189 (see note 1.2) and must:

1. hold an Italian secondary education diploma or an equivalent certificate obtained abroad recognized as valid;
2. be enrolled in the last year of secondary school for the academic year 2016/2017.

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 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 their first choice, he/she will automatically be excluded from the ranking list of the degree course that s/he had indicated as their 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.

Example: John Smith chose to list the degree course in "Economia e gestione aziendale" as his first choice and the degree course in "Economia internazionale e mercati finanziari" as his second choice.

If, after taking the admission test, he is on the ranking list of students admitted to both degree courses, he

will be able to enroll only in the degree course of his first choice.

If he is on the ranking list of students admitted to the degree course he indicated as his first choice, but not on the ranking list of students admitted to the degree course of his second choice, he will be able to enroll only in his first choice degree course, while his application for the second choice degree course will not be re-considered.

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

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

If he has is on both ranking lists, but has not been admitted to any degree course, 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, he will not be able to enroll in the other degree course even if there are places left unclaimed.

On-line Enrollment to Admission Test

Candidates must register on-line, on penalty of disqualification, from **March 15th, 2017 and by the final deadline of 12.00 a.m. on the April 18th, 2017**, as indicated here below:

- **log on** to [servizi on line](http://www.units.it) from the menu Futuri Studenti>> Ammissioni 2017-18 on homepage <http://www.units.it/>, to 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>.
- enroll in the admission test for 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;
- pay the € 26.00 enrollment fee by the deadline April 18th, 2017, The payment should be made by using the personal payment form, which can be printed at the end of the on-line procedure, or directly on-line by credit card.

No other forms of payment are permitted. Payment will not be refunded under any circumstances.

N.B. In order to respect the deadline, if you pay on-line or by “Banca Telefonica” at your bank, please note that payment may be completed on the first working day thereafter and not necessarily on the same day.

On the days following payment, check that the payment has been received. Access the on-line service <http://www.units.it/esse3/online/> using the credentials you received on registration and check the state of your payment. If payment is not yet recorded, send the payment receipt to the ‘Segreteria Studenti’ economia.studenti@amm.units.it. The receipt must in any case indicate that payment was made by April 18th, 2017.

Candidates who do not pay the fee within the set deadline, will be admitted to the test conditionally, provided that they pay the enrollment fee within the day of the admission test.

Candidates who possess the SAT Math and GMAT Quantitative certificates are required to enroll in the admission test 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 are exempted from taking the admission 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 18th, 2017. 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.

The application will be considered signed by the candidate with the signature s/he will place on the day of the test.

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

Disabled candidates and candidates suffering from specific learning disabilities

Disabled candidates, as per the provisions of Italian law no.104/1992 as modified by subsequent amendments and additions, can request the use of those means which may be necessary during the test and may be allowed extra time. The request together with the disability certificate or self-declaration as per the provisions of Art. 39 of Italian law 448/98 must be submitted to the Sportello Disabili office at least 15 days prior to the date fixed for the test, by appointment.

Candidates who are affected by specific learning disabilities are allowed special aid devices or dispensatory measures specific to the diagnosis as regulated by Italian Law 170/2010. The request and the diagnosis certificate, which should be issued within three years before the admission test, must be submitted to the Servizio Dislessia office at least 15 days prior to the date fixed for the test, by appointment.

Information on submitting applications can be obtained at the following offices:

Students' Office - Segreteria Studenti - Piazzale Europa 1 – 34127 Trieste:

University Campus Main building, right wing – basement (piano seminterrato) - tel.: +39 040/5582896 (from Monday to Thursday 12:00 a.m. -1:00 p.m.) e-mail: economia.studenti@amm.units.it

Ufficio Mobilità Internazionale (Studenti Stranieri) Piazzale Europa 1 – 34127 Trieste:

University Campus Main building, right wing – basement (piano seminterrato) – email: stranieri.studenti@amm.units.it

Servizio Disabilità Piazzale Europa 1 – 34127 Trieste:

University Campus Main building, right wing – basement (piano seminterrato) – tel. : +39 040 558 2570 – fax +39-040 558 3288 – email: disabili@units.it

Servizio Dislessia Piazzale Europa 1 – 34127 Trieste:

University Campus Main building, right wing – basement (piano seminterrato) – tel. 040 558 7792 – fax +389 040 558 3288 – email: dislessia@units.it

Servizio Orientamento e URP Piazzale Europa 1 – 34127 Trieste

University Campus Main building, left wing (ground floor) – email orientamento@units.it
P.E.C.: ateneo@pec.units.it

DESK OFFICE HOURS

See www.units.it and access Studenti>>Segreteria Studenti>>Orari Segreteria

5. ADMISSION TEST

The admission test will be held on April 27th , 2017 at 4:00 p.m.

Venue and identity check

Candidates must be at the Edificio H3 – H3 Building, at the University in Piazzale Europa 1, Trieste by 2:30 p.m. for identification.

The candidate must produce the following:

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

Testing Operations

The admission tests 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).

The test lasts 45 minutes and 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)

A minimum of 10 points is required to be admitted to the course without *****.

Duties of the candidates

- Once the test has started, no one can enter the exam room.
- 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; all these items shall be left at the front/back of the room before the start of the test, according to the instructions given by the Commission. Any candidate who is found with such articles during the test, shall be disqualified. During the test, there will be invigilators ensuring that candidates respect the rules mentioned above.
- Candidates must remain in the test room until the end of the test;
- If candidates fail to follow the instructions received before the start of the test, they will be excluded from the test itself

6. RANKING LIST AND PLACE ACCEPTANCE

The ranking lists are drawn up on the basis of the global scoring obtained in the 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 11th, 2017, after 4:00 p.m. This publication is valid as the official notice to all effects. No personal communication shall be issued. Furthermore, the ranking list will be published in the section "ulteriori informazioni specifiche sul corso" ("further information about the course") on the online guide, by selecting "Laurea" and then one of the two degree courses.

Candidates who are on the ranking list must accept their place by carrying out the pre-enrollment procedure by 4:00 p.m. on May 22nd, 2017. Failure to do so will result in the exclusion from the list.

Procedures for online acceptance (by May 22th, 2017)

1. Log on to [servizi on line](http://www.units.it) from the menu Futuri Studenti>> Ammissioni 2017-18 on homepage <http://www.units.it/>, to and log in with the credentials (user name and password) received upon registration to the admission test, enter the required information. For any problem please refer to the page <http://www.units.it/credenziali>.

2. Pay the €16.00 enrolment fee by May 22nd, 2017 using the personal payment form, which can be printed at the end of the enrolment procedure or paying online by credit card. No other means of payment are accepted.

The list of candidates who are entitled to any **places which are left unclaimed after the acceptance and pre-enrollment stages** will be published (**along with the deadline and the instruction for acceptance**) on the official University Noticeboard - Albo Ufficiale di Ateneo on **May 25th, 2017 after 4:00 p.m** This page can be accessed through “ulteriori informazioni specifiche sul corso” (“further information about the course”) on the online guide, by selecting “Laurea” and then one of the two degree courses,

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 2017).

If a candidate who past the admission test but is not on the ranking list of students who are admitted and are able 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 2017 or in any other academic year after the test has been taken.

7 . ENROLLMENT AND REALLOCATION OF PLACES

Once they have obtained their secondary school diploma (or foreign certificate recognized as valid), candidates who have accepted their place (see Section 6) must carry out the enrolment procedure by August 3rd, 2017 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 2017/2018 starts.

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

Students who are subject to O.F.A. (Obblighi Formativi Aggiuntivi), namely additional learning requirements, may enroll in the degree course and take the first year exams. 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 s/he has fulfilled the additional learning requirements.

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.

9. ACCESS TO ADMINISTRATIVE DOCUMENTS; DATA PROCESSING; AND PERSON RESPONSIBLE FOR 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. For the organization 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 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 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).

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, P.le 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, 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

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

Certifications are considered valid regardless of their date of issuance

Examinations Board / Examinations	Common European Framework of Reference for Languages (CEFR)		
	B2	C1	C2
Cambridge English Language Assessment (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
IELTS International English Language Testing System	5.5 - 6.5	7.0 - 8.0	9.0
City & Guilds (Pitman)	ESOL Communicator	ESOL Expert	ESOL Mastery
Trinity College London	ISE II ISE II Ca' Foscari Grades 8 - 10	ISE III ISE III Ca' Foscari Grade 11	ISE IV Grade 12
	ETS - TOEFL Test of English as a Foreign Language <small>iBT = internet-based test PBT = paper-based test</small>	iBT 87 - 109 PBT 507 - 557	iBT 110 - 120 PBT 560 - 617
Oxford University Press Oxford Test of English B	score 111-140		
ETS - TOEIC Test of English for International Communication	Listening 400-489; Reading 385-454 Speaking 160-199; Writing 150-199	Listening 490; Reading 455 Speaking 200; Writing 200	
Pearson Tests of English	PTE General Level 3	PTE General Level 4	PTE General Level 5
	PTE Academic 59 - 75	PTE Academic 76 - 84	PTE Academic 85
LCCI International Qualifications - EDI	JETSET Level 5	JETSET Level 6	JETSET Level 7
	English for Business Level 3	English for Business Level 4	
	ELSA Advanced High 413 - 441	ELSA Superior 442 - 457	ELSA 458 - 500
British Institutes	B2 vantage: First examination Master in English Language	C1 proficiency: English Diploma Operational	C2 mastery: Master in English Language

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,
- 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)