

## ACADEMIC YEAR 2017/2018

### 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)

### 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). Admission to the courses is established in agreement with Italian National Law no. 264/1999 ("*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	For E.U. and equivalent citizens 47	For foreign or international students residing abroad 10
<i>Economia internazionale e mercati finanziari</i> / International Economics and Financial Markets (Classe L-33) - "Economics and Financial	31	5 of which 3 for Vietnamese students

The abovementioned places, open to European Union and equivalent citizens are a part of the total amount of places allotted for the academic year 2017/2018 (the remaining places have been allotted in the Spring sessions).

Applicants who have not been selected in the Spring Selection and foreign or international citizens residing abroad may take part in the Summer Selection.

The places that have been established for foreign or international citizens residing abroad, but that may possibly remain unclaimed, will be assigned on the basis of merit to candidates from the European Union or equivalent citizens who appear on the ranking list.

Under the present Call of Application, citizens of the following countries are deemed equivalent to citizens of the European Union:

- Norway, Iceland, Liechtenstein, Switzerland, the Republic of San Marino and the Holy See;
- foreign or international citizens who are already legally residing in Italy for any reason whatsoever.

If a candidate holds dual nationality, one of which is Italian or of any other EU country, he/she may compete as a Community or equivalent citizen, pursuant to Italian Law, May 31<sup>st</sup> 1995, n. 218, Art. 19, paragraph 2.

Information on procedures for entry and stay in Italy and enrollment in 2017/2018 university courses applicable to foreign or international students is available on [www.studiare-in-italia.it/studentistranieri/](http://www.studiare-in-italia.it/studentistranieri/)

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 the admission test for the degree courses held in Italian as well as the admission test for the courses held in English 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, failing which s/he shall be excluded from the ranking list.

To be enrolled it is furthermore necessary for the candidate to hold a certificate proving his/her proficiency in English at least 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 according to the procedures and within the deadline that will be published on the Department's website <http://deams.units.it/> .

### 4. TERMS OF APPLICATION

The Call for Application is published on the Albo Ufficiale d'Ateneo - Official University Noticeboard ([www.units.it/ateneo/albo](http://www.units.it/ateneo/albo)) as well as on the page "ulteriori informazioni specifiche sul corso" ("further information about the course") on the online guide (<https://esse3.units.it/Guide/Home.do>) by selecting "Laurea" and then one of the two degree courses.

#### 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 on the ranking list of students who have passed the test ("idoneo") but have not been 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 (as “idoneo”), 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 **July 12th, 2017 and by the final deadline of 12:00 a.m. on the August 9<sup>th</sup>, 2017**, as indicated here below:

1. log on to servizi on line from the menu *Studenti* on homepage <http://www.units.it/> 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.
2. 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;
3. pay the € 26.00 enrollment fee by the deadline August 9<sup>th</sup>, 2017, The payment should be made at the end of the on-line procedure directly on-line by credit card (or pre-paid card) or by using the personal payment form (MAV), which can be printed and paid at any bank. In case the MAV payment order is given online by bank or by “*Banca Telefonica*”, the payment may be carried out on a date which may be successive to the date of the order and which however must be prior to the set deadline.

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

On the days following payment, check that the payment has been received. Access the on-line service from menu *Studenti* on homepage <http://www.units.it/> by 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*’ at [economia.studenti@amm.units.it](mailto:economia.studenti@amm.units.it).

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.

The application shall be considered officially completed by the candidate, when s/he places his/her signature on the “Present List” on 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 may be 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 August 9<sup>th</sup>, 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](mailto:economia.studenti@amm.units.it), together with a self-declaration affidavit and front and reverse photocopy of an identity document.

Candidates who hold a foreign secondary school diploma shall have to submit the original copy or a notarized copy of the diploma or a copy bearing the *Apostille* (except for the Countries that undersigned specific Conventions exempting legalization requirements) together with a legal translation in Italian or

English. Should there be no indication of the final mark on the diploma and no indication of the marking scale, a minimum mark shall be attributed as the final mark. These documents must be sent to the Ufficio Mobilità Internazionale (Studenti internazionali) within August 31st 2017.

Within the same date, non-EU citizens shall have to show the permit of stay or its application receipt. Those applicants who do not present the documents or who present them after the deadline, shall be admitted conditionally; hence, should the applicants be placed on the ranking lists, they shall have to present these documents upon enrollment (see Art. 7). Failure to do so shall ensue in their loss of the right to enroll.

Foreign non-EU citizens residing abroad must submit a pre-enrollment application as well as apply for the entry visa for study purposes to the Italian Embassy or Consulate in their country of residence, before applying online according to the instructions given above. Upon their entry in Italy and definitely before August 31<sup>st</sup>, 2017, candidates shall have to submit the documents approved by the Italian Consulate and show the permit of stay application receipt to *the Ufficio Mobilità Internazionale (Studenti internazionali)*.

The enrollment fee must be paid before and not later than the date of the admission test in order to take 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  
e-mail: [economia.studenti@amm.units.it](mailto: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](mailto: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](mailto: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](mailto:dislessia@units.it)

#### **Servizio Orientamento e URP** Piazzale Europa 1 – 34127 Trieste

University Campus Main building, left wing (ground floor) – email [orientamento@units.it](mailto:orientamento@units.it)

P.E.C.: [ateneo@pec.units.it](mailto:ateneo@pec.units.it)

**P.E.C.: [ateneo@pec.units.it](mailto:ateneo@pec.units.it)**

## 5. ADMISSION TEST

The admission test will take place on August 24th , 2017 at 4:30 p.m.

### Venue and Identification

Candidates must be present at the *Edificio H3* – H3 Building, on the University Main Campus in Piazzale Europa 1, Trieste by 3:00 p.m. for identification. He/she must produce the following:

- personal identification document;
- photocopy of the same document;
- payment receipt for the admission fees.

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 written in English. The questions are aimed at verifying:

- analytical and quantitative skills (by means of exercises assessing the candidates' logic reasoning skills, and abilities to comprehend, solve and analyze quantitative problems);
- mathematical knowledge (set union and intersection, logic problems, number and operations, arithmetics, 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 being subject to Additional Learning Requirements (OFA – Obblighi Formativi Aggiuntivi). Candidates who are placed on the ranking list and entitled to enroll in a course though having scored less than 10 points are subject to O.F.A. Obblighi Formativi Aggiuntivi (additional learning requirements) described at Art. 9.

Test results are valid only with reference to the admission test ruled by the present call and does not imply any entitlement to enrollment in any year subsequent to the one in which the test was held.

### Duties of the Candidates

- Once the test has started, no one can enter the exam room.
- During the test, candidates are not allowed to 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 articles shall be deposited in a certain point, according to the instructions given by the Commission before the start of the test. 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 LISTS

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 Ufficiale di Ateneo* <http://www.units.it/ateneo/albo/> on August 31st, 2017, after 4:00 p.m. This publication is valid as the official notice to all effects. No personal communication shall be issued.

The ranking list will be published also in the section “*ulteriori informazioni specifiche sul corso*” (“further information about the course”) on the online guide (<https://esse3.units.it/Guide/Home.do>) by selecting “*Laurea*” and then one of the two degree courses.

## 7 . ENROLLMENT AND REALLOCATION OF PLACES

The enrollment application must be submitted online within and not later than Sept. 7<sup>th</sup>, 2017, by 4:00 p.m.

Upon enrollment, applicants must have terminated previous university or equivalent courses.

Before initiating the online enrollment procedure, it is absolutely necessary to carefully read the instructions on <http://www2.units.it/immatricolazioni/> and fill out all the documents that will have to be uploaded.

In order to enroll, candidates appearing on the ranking list must:

1. Log on to *servizi on line* from the menu *Studenti* from homepage <http://www.units.it/>, to and log in with the credentials (user name and password) received upon registration to the admission test;
2. Select the link “*immatricolazione*” from the left-hand menu and enter the requested data and documents;
3. Pay the first installment of the fees directly on-line by credit card (or pre-paid card) and check that the payment has been received by opening the link “*pagamenti*” from the left-hand menu (the greenlight means that the payment has been received).

As an alternative, only if the payment cannot be carried out online by credit card, print the personal payment form (MAV) and carry out the payment in a bank before the enrollment deadline. By this same deadline send the payment receipt to [economia.studenti@amm.units.it](mailto:economia.studenti@amm.units.it) by email stating in the re the *last and first names, prima rata tasse e contributi per l’immatricolazione al corso di laurea in ...* (name of degree course selected).

In case the MAV payment order is given online by bank or by “*Banca Telefonica*”, the payment may be carried out on a date which may be successive to the date of the order and which however must be prior to the set deadline.

No other forms of payment are permitted.

The paper copies of the application as well as the attachments contained in the upload are not to be handed in to the *Segreteria Studenti*.

Non-EU candidates holding an Italian secondary school diploma must show their stay permit to the *Segreteria Studenti* within the deadline set for enrollment.

Candidates holding a foreign secondary school diploma and who have not yet submitted the documents called for in Art. 4 (Enrolling in the Admission Test) must submit the documents to the *Ufficio Mobilità Internazionale (Studenti internazionali)* before enrolling on line. In case the documentation is presented after August 31<sup>st</sup> but not beyond the deadline set for the enrollment, the foreign secondary school diplomas obtained abroad must be accompanied with a “*dichiarazione di valore*” issued by the Italian Embassy or Consulate holding jurisdiction in the country where the diploma was obtained. As an alternative to the “*dichiarazione di valore*”, a certificate issued by the ENIC-NARIC (CIMEA in Italy) centers may be submitted or any other certificate issued by official foreign bodies.

All information on university taxes and fees, terms of payments and any possible exemptions is contained in “*Regolamento tasse e contributi universitari per l’anno accademico 2017/2018*” which will be published soon.

### **Enrollment after Transfer, Previous University Degree, Loss of Student Status or Withdrawal**

Successful candidates who are enrolled in another degree course of the University of Trieste need to submit a transfer application to the *Segreteria Studenti* in charge of the degree course where they are currently enrolled in within the same deadline set for enrollment.

Successful candidates who are enrolled in a degree course of another University need to submit a transfer application to the University where they are currently enrolled within the same deadline set for enrollment. Subsequently they will have to enroll in the University of Trieste by following the online enrollment procedure described above and the instructions published on page <http://www2.units.it/immatricolazioni/> and select the option “*immatricolazione per trasferimento*”.



Successful candidates who already hold a university degree must enroll at the University of Trieste by following the online enrollment procedure and the instructions published on the page <http://www2.units.it/immatricolazioni/> and selecting the option “*abbreviazione di carriera*” as explained above.

Successful 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 and the instructions published on page <http://www2.units.it/immatricolazioni/> and select the option “*studente decaduto*” or “*studente rinunciatario*”.

In addition to the first installment of the enrollment fees and taxes, these candidates shall have to pay the fees set in “*Regolamento tasse e contributi universitari per l'anno accademico 2017/2018*”.

Successful candidates who will not follow the procedures explained above and will not submit the transfer application by September 7<sup>th</sup>, 2017, according to the terms set above, shall lose their entitlement to enrollment.

### **Reallocation of Unclaimed Places**

Places which are left unclaimed after the enrollment of the entitled candidates appearing on the ranking lists will be reallocated to the remaining candidates according to the order of ranking.

The reallocation of the unclaimed places will be published on the page “*ulteriori informazioni specifiche sul corso*” of the online guide (<https://esse3.units.it/Guide/Home.do>), by entering “*Laurea*” and then one of the two degree courses. The reallocation of the unclaimed places will be published on September 11<sup>th</sup>, 2017, as from 4:00 p.m.

The candidates who are entitled to unclaimed places shall have to submit the enrollment or transfer application by following the procedures described above within and not later than September 18<sup>th</sup>, 2017, within 1:00 p.m.

As from September 21<sup>st</sup>, 2017, any possible place left unclaimed may be reallocated either to candidates who have taken the test without being admitted or to any candidate who had not taken the test. The terms and deadlines of the reallocation of unclaimed places for these candidates shall be made known by specific notice.

## **8. DIRECT ADMISSION TO YEARS FOLLOWING TO THE FIRST YEAR OF COURSE – *abbreviazione di corso***

Students wishing to submit application for the assessment of previously obtained university degrees in order to enroll directly in the second or third year of course (*abbreviazione di corso*) must send the Coordinator of the relevant Degree Course a self declaration affidavit containing a list of the academic activities undertaken that need to be assessed for this purpose. This application must be sent in by July 14<sup>th</sup>, 2017.

These applicants do not need to take an admission test provided that at least 30 CFU (*Crediti Formativi Universitari*) are recognized in the first year for admission to the second year of course, or at least 30 CFU (*Crediti Formativi Universitari*) are recognized in the first two years for admission to the third year of course.

Students who will not be entitled to enroll in years following the first year owing to the lack of requisites explained above shall have to enroll in the admission test with 12:00 a.m. (noon) on August 9<sup>th</sup>, 2017.

Enrollment in the second or third year shall be granted only if places are available.

## **9. 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.

**10. 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 Segreteria 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**



