



UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore

**Brescia**

a.y. 2024/2025

Inter-faculty  
programme

**Banking,  
Finance  
and Insurance  
Sciences**

**Economics  
and Law**

---

Course guide  
interfaculty



UNIVERSITÀ CATTOLICA DEL SACRO CUORE  
25121 BRESCIA – via Trieste, 17

**GUIDE OF THE  
INTER-FACULTY PROGRAMME  
BANKING FINANCE  
AND INSURANCE SCIENCES  
AND  
ECONOMICS AND LAW**

**ACADEMIC YEAR 2024/2025**

In the Università Cattolica Bookstore, Via Trieste 17/D, all textbooks listed in the syllabus of individual courses can be purchased.

## INDEX

Welcome by the Rector, .....	5
Aims and Structure of Università Cattolica del Sacro Cuore .....	7
Character and Aims .....	7
Academic Structures and Bodies .....	8
Administrative Structures and Bodies .....	9
Pastoral Structures and Bodies.....	10
Current courses of study .....	12

### PRESENTATION OF THE SCHOOL AND OF THE FACULTY

The School of Banking, Finance and Insurance Sciences	
The Faculty of Economics and Law and their development.....	16
The inter-faculty undergraduate degree programme.....	20

### STUDY PLANS

Undergraduate Degree Programme.....	22
Business and Finance.....	22
Alphabetical list of Undergraduate degree courses with the relevant disciplinary scientific sector code .....	28
Course syllabi.....	35
Teaching list and the related lectures appointed .....	36
Theology Courses .....	37
University Language Service (SeLdA).....	38
Centre for Innovation in Educational Technologies (ILAB).....	41
International Programmes.....	42

### ADMINISTRATIVE PROVISIONS

Enrolment rules.....	44
Administrative procedures.....	47
Notes regarding secretarial duties.....	56

University Contributions.....	57
Rules of Conduct.....	59
Rules for Maintaining Safety at the University:	
Safety, Health and the Environment .....	60
People unable to leave the building or in difficulty during the emergency .....	62
Restrictions .....	63
Student Collaboration .....	63
COVID-19 Prevention Measures .....	63
Unique emergency number to activate an external rescue: 112 .....	64
University Staff .....	64
Rules Guaranteeing the Functioning of Essential Services .....	64
University services for students .....	65

*Dear students,*

I would like to offer you a warm welcome to the large family of Università Cattolica del Sacro Cuore. An Athenaeum that has trusted in young people for over a century. Father Gemelli, our founder, always repeated this with conviction in his speeches. I would like to recall this passage he spoke at the inauguration of the academic year of 1951/52: “I am convinced, and this is the school policy I follow, that young people should be trusted, helped, followed, understood”.

A trust, therefore, that commits us to providing you with a university experience that will accompany you into the future, contributing to your professional, cultural and personal development. This is why our educational offer, characterised by a high quality also in an international projection, has as its objective “to educate to a long and integral view”. Study paths that are characterised not only by the solidity of the content, but also by their innovativeness, so as to take into account the continuous social changes and the world of work. At the same time, they assign particular importance to interdisciplinary hybridisation. All this with the priority of caring for each freshman and enhancing his or her experience in beautiful, welcoming, functional and technologically advanced spaces.

Every day, in your training path, all of us teachers are called upon to transfer to each and every one of you technical skills, cutting edge themes and method, in the wake of a century-old tradition that is attentive to enhancing ethical aspects, developing critical thinking and caring for the relational dimension. But also, and above all, we are strongly oriented towards fostering an integral training of individuals in order to make the most of your talents. Attention to the person, the alliance between generations, the desire for innovation based on our roots are the fundamental components of an identity that Università Cattolica del Sacro Cuore intends to preserve and renew.

A distinctive feature of our understanding of the educating community lies in the contribution that each component offers to the life of the University, walking together. I would therefore like to thank the students who are already involved in university activities, also for the benefit of others, by making themselves available as tutors, representatives on bodies, members of peer and review committees, and student associations. My invitation is to undertake this journey with ever increasing and passionate participation, taking advantage of the many opportunities that Università Cattolica del Sacro Cuore offers - from internships to international and volunteer experiences - to enrich personal and cultural growth. Here, in fact, one comes first and foremost to study, but also to come face to face with reality, to forge lasting bonds, to imagine something that does not yet exist and of which, at the same time, one perceives the urgency and importance.

To make my closeness with all of you even stronger, I intend to provide a

space to receive and meet regularly with those of you who wish to have a moment of dialogue and confrontation, thus nurturing a relationship that is able to grasp and interpret your needs and proposals. A first tool for getting to know and appreciate your chosen University and Faculty is this guide, which brings together all the main information. The course programmes, together with many other news and communications on the University's initiatives, can instead be consulted on the website <https://milano.unicatt.it/facolta/scienze-bancarie-finanziarie-e-assicurative>.

I wish each and every student that their university journey will be full of enthusiasm and rich in satisfaction, urging all of you not to stop in the face of the commitment and effort required for the coming goals.

Be proud to be part of this great family that is Università Cattolica del Sacro Cuore and to help write its history!

Rector  
(Elena Beccalli)

# AIMS AND STRUCTURE OF UNIVERSITÀ CATTOLICA DEL SACRO CUORE

## CHARACTER AND AIMS

The character and aims of Università Cattolica, which gained legal recognition through R.D. no.1661 on 2 October 1924, are set out in art. 1 of the Statute, approved by Rectoral Decree on 24 October 1996, the second paragraph of which reads as follows:

*«Università Cattolica» is an academic community that contributes to the development of the studies, scientific research and preparation of young people for roles in research, teaching, public and private office and the liberal professions. Università Cattolica fulfils this role by providing appropriate higher education that is also informed by the principles of Christianity, respecting the autonomy proper to every form of knowledge, and according to the view that science should serve the human being and civil coexistence, in accordance with the principles of Catholic doctrine and consistently with the universal nature of Catholicism and its noble and specific demands of freedom».*

The “Catholic” element in our name and loyalty to the Catholic Church represent, for Università Cattolica del Sacro Cuore, an indispensable condition and opportunity to take a scientifically rigorous and intellectually open approach both to research and teaching in all fields of knowledge and, in particular, with regard to the great questions of our time.

Scientific research is interpreted and experienced through its connection with anthropology and ethics, in the light of the Christian faith; this has allowed and continues to allow Università Cattolica to consolidate itself as a natural place for sincere dialogue and passionate engagement with all other cultures.

All those who freely wish and accept to be part of Università Cattolica must be aware of its scientific, formative and pedagogical aims, and be committed to respecting and enhancing them. To ensure that this awareness is also expressed through personal action, in a spirit of loyal collaboration between all members of the university, Università Cattolica approved its Code of Ethics in October 2013. The Code aims to embody both the “pride of belonging” and to reinforce certain values that - with reference also to the individuality of lecturers, students, technical-administrative and welfare staff - have been translated into a set of rules and guidelines which, in turn, have always characterised the work and conduct of those who work and study at our University. Compliance with the Code of Ethics, which may be consulted on the university website <https://www.unicatt.it/ateneo/universita-cattolica/codice-etico-e-modello-di-organizzazione--gestione-e-controllo.html>, is an essential part of Università Cattolica’s mission, prestige and reputation.



## **ACADEMIC STRUCTURES AND BODIES**

### ***Rector***

The Rector is the highest academic authority, legally represents Università Cattolica, summons and chairs the Board of Directors, the Steering Committee, the Academic Senate and the University Council. The Rector promotes the convergence of the work of all components of the university community in order to achieve Università Cattolica's goals. The Rector may appoint one or more Pro-rectors, one of whom may have vicarious functions. The Rector may delegate specific roles to the Pro-rectors.

The Rector remains in office for four academic years and may be reinstated for no more than two consecutive terms.

The Rector in office is Prof. Elena Beccalli Professor of Financial Intermediaries at the Faculty of Banking, Finance and Insurance Sciences.

### ***Academic Senate***

Composed of the Rector, who presides over it, and the Deans of Faculty, this is a collegial body that deliberates on topics related to didactic and scientific questions of general interest for the university. The Academic Senate is responsible for all the duties related to the organising, planning and coordinating of teaching and research activities.

### ***Dean of Faculty***

The Dean is elected from among the full professors and is appointed by the Rector. The Dean is elected by the full and associate professors, remains in office for four academic years and can be re-elected for no more than two consecutive terms.

### ***Faculty Council***

The Faculty Council is composed of all the full and associate tenured professors and of representatives of university researchers, lecturers and students.

The Faculty Council plans the development of the teaching activity, organises and coordinates its operation and proposes the changes to be made to the teaching system, as provided for in the Articles of Association.

## **ADMINISTRATIVE STRUCTURES AND BODIES**

### ***Board of Directors***

The Board of Directors has the widest powers, both ordinary and extraordinary, to govern the university. The Board of Directors is composed of eighteen members: the Rector, who presides over it; ten members appointed by the Istituto Giuseppe Toniolo di Studi Superiori charitable trust; a representative of the Holy See; a representative of the Italian Episcopal Conference; a representative of the Government; a representative of Azione Cattolica Italiana; and three members elected by the full and associate professors of the various university campuses.

### ***General Director***

The General Director is in charge of the university's offices and services and directs and coordinates their activities. The Administrative Director is responsible for generally guiding, directing and managing administrative and technical staff. The General Director is responsible for compliance with the university's laws and regulations, and implements the resolutions of the collegiate bodies in line with the Articles of Association.

The General Director is appointed by the Board of Directors, upon proposal by the Rector.

The General Director in office is Prof. Paolo Nusiner.

### ***Campus Director***

The Campus Director is responsible for the performance of local management and for achieving the objectives laid down by the guidelines and general coordination incumbent upon the administrative director and for implementing the decisions of the Board of Directors.

The Campus Director is appointed by the Rector after deliberation by the Board of Directors, upon proposal by the General Director.

The Campus Director for Brescia is Dr. Giovanni Panzeri.

## **PASTORAL STRUCTURES AND BODIES**

### ***General Ecclesiastical Assistant***

The General Ecclesiastical Assistant coordinates spiritual and pastoral activities within the university community with the help of the pastoral assistants present on the various university campuses.

The General Ecclesiastical Assistant is also responsible for coordinating the activities of the University Pastoral Council and organising the Theology courses.

The General Ecclesiastical Assistant in office is S. E. Mons. Claudio Giuliodori.

### ***Pastoral Council***

A consultative pastoral structure, the Pastoral Council is ecclesiastically involved to fulfil the university's pastoral objectives.

Its members include representatives of the various components of the university, it is an important expression of the *communitas studentium et docentium*.

### ***Pastoral Centres***

Pastoral Centres are found on each of the university campuses and base their educational approach on serving the Christian person and vision. They are responsible for celebrating Liturgy and are places of welcome, conversation, prayer and education. The pastoral assistants are available for meetings with students and dialogue to promote human and spiritual growth. They cooperate with the Pastoral Centres, ecclesiastical associations and movements, prayer groups and volunteer groups, each using their own charisma to strengthen the shared commitment to education, testimony and evangelical mission.

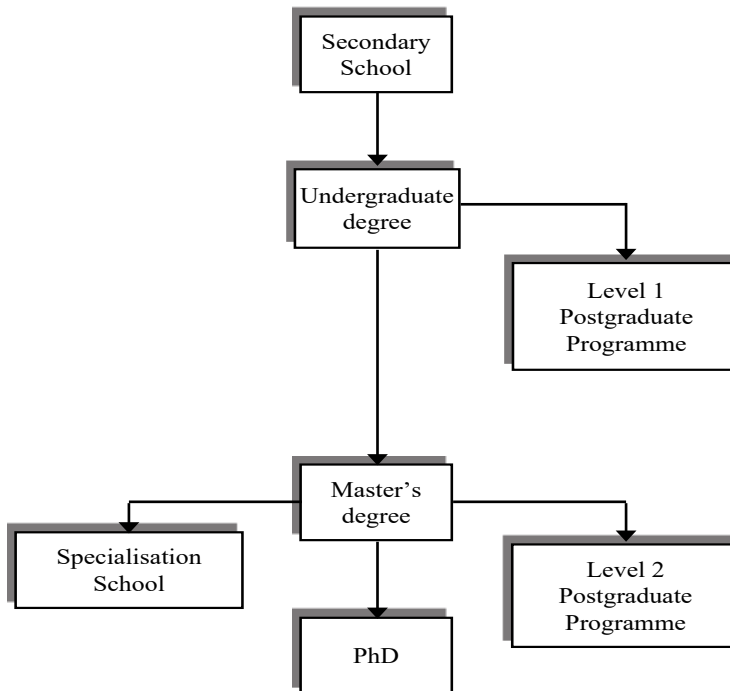
## **BOARD OF THEOLOGY LECTURERS**

Chaired by the Rector and coordinated by the General Ecclesiastical Assistant, the Board of Theology Lecturers brings together all the university's Theology lecturers and is responsible for optimising the teaching proposal of the Theology courses - unique to Università Cattolica - which, by their nature, play a particularly important role in the pursuit of synthesis with the other areas of knowledge cultivated at the university and in promoting the dialogue between faith and reason.

In order to coordinate the work of the Board of Lecturers of Theology, the Council of Theology Lecturers is established, consisting of the twelve lecturers taking part in the faculty councils, assisted by a secretary.

## CURRENT COURSES OF STUDY

(Ministerial Decree n. 270/2004)



### *Undergraduate degree*

The three-year undergraduate degree programmes are classified according to 45 ministerial classes, which group them according to common formative objectives. In addition to these, there are four categories relating to the health professions.

The aim of the degree programmes is to ensure adequate mastery of scientific method and knowledge and the acquisition of specific professional knowledge. Graduates can either make use of this qualification immediately, by entering the labour market, or continue their university career by enrolling on a Master's degree. Students require 180 ECTS to obtain the qualification.

Those who complete the undergraduate degree may use the academic title *Dottore*.

## ***Master's Degree***

Master's degree programmes are classified according to 101 ministerial categories, which group them according to common formative objectives. In addition to these, there are two categories related to the health professions.

The Master's degree programme, which lasts two years, aims to provide advanced training to prepare students for highly-qualified activities in specific areas.

Students require 120 ECTS to obtain the qualification. The university also offers integrated Master's degrees over five- or six-year courses. In such cases, 300/360 ECTS are required to obtain the qualification.

Those who obtain a Master's degree may use the academic qualification of "Dottore Magistrale".

## ***Postgraduate programme***

This is another means of furthering studies after the undergraduate degree (first-level) or after the Master's degree (second-level). A post-graduate programme lasts one year and includes participation in one or more internships with institutions or companies. In order to obtain the qualification, students must obtain 60 ECTS.

## ***Specialization School***

Specialisation Schools aim to provide students with the knowledge and skills required for roles involving particular professional careers and can only be set up through specific laws or directives of the European Union.

## ***PhD***

This pathway is designed especially for those wishing to pursue an academic career. Students must have already completed a Master's degree before embarking on these three or four additional years of study. Students who obtain a PhD may use the academic qualification of "Dottore di ricerca" (Doctor).

## THE SUBJECT CLASSES

All degree programmes, including Master's degrees, are categorised according to a ministerial classification system which dictates the key characteristics of the educational offering. All universities have the right to integrate certain unique features into the classification system. As well as the denomination assigned by Università Cattolica to undergraduate and Master's degree programmes, it is thus important to consider the 'class' to which programmes pertain.

## THE ECTS SYSTEM

ECTS are a unit of measure that indicates the amount of effort required of students to carry out learning activities, both in class and through individual study.

One ECTS corresponds to a total of 25 hours. As a rule, the average number of university ECTS required per year is 60.

ECTS do not replace exam marks.

Marks are a measure of academic performance, whilst credits reflect the achievement of a formative objective

**PRESENTATION OF THE SCHOOL  
AND OF THE FACULTY**



*The School of Banking, Finance and Insurance Sciences*  
*The Faculty of Economics and Law*  
*and their development*

**THE SCHOOL OF BANKING, FINANCE AND INSURANCE SCIENCES**

Promoting teaching and research as tools to train well-rounded individuals and professionals in the field of financial management: these are the educational objectives of the School of Banking, Finance and Insurance Sciences at Università Cattolica, which places graduates at the centre of the national financial community and enables them to develop international-level research topics and learn the operational practices developed by the major financial institutions.

This programme offers solid training in the basic disciplines and provides specialist skills in the fields of economics of financial intermediaries and markets, insurance and pension companies, and statistical and actuarial sciences.

The multidisciplinary context of the university allows students to acquire knowledge, skills, experiences and relationships that foster the achievement of their development potential.

For the academic year 2024/2025, the School offers an undergraduate degree programme: **Financial Markets and Institutions**, which belongs to the degree class L-18 Economics and Business Management.

The undergraduate degree programme is divided into three curricula:

- *Economics of financial markets and intermediaries*;
- *Quantitative Methods for Finance and Insurance*;
- *Finance* (entirely in English)

In addition, the School also offers, with the participation of the Faculty of Economics and Law, Piacenza campus, the undergraduate degree programme in: **Business and Finance**, which belongs to the L-18 Economics and Business Management degree class. This degree programme is entirely taught in English and lectures will be held at the Brescia University campus.

In the academic year 2024/2025, the School of Banking, Finance and Insurance Science, activates the following graduate degree programmes:

- **Financial Markets and Institutions**, which relates to the degree class LM-77 Economics and Business Sciences. The degree programme offers combinations of subjects that allow the acquisition of credits in relation to the following professional profiles: Banking and Insurance Management, Finance and Finance - Corporate advisory (in agreement with the Order of Chartered Accountants and Accounting Experts of Milan).
- **Banking and Finance**, which belongs to the degree class LM-77 Economic and Business Sciences. Graduate degree programme delivered in English.
- **Actuarial sciences**, risk and data analysis, which belongs to the degree class LM-83 Actuarial and Financial Statistics. Graduate degree programme delivered in English.
- **Statistical and actuarial sciences**, which belongs to the degree class LM-83 Actuarial and Financial Statistics. Graduate degree programme delivered in English. For this degree programme only the second year is activated.

In cooperation with the Faculty of Linguistic Sciences and Foreign Languages (Università Cattolica) and the Faculty of Communication, Culture and Society of the Università della Svizzera italiana - Lugano, a graduate degree programme is offered in:

- **European studies in investor relations and financial communication** which belongs to the degree class LM-90 European Studies. Graduate degree programme delivered in English.

In collaboration with the Faculty of Mathematical, Physical and Natural Sciences, another graduate degree programme is also offered in:

- **Applied data science for banking and finance**, which belongs to the degree class LM-91 Techniques and methods for the information society. Graduate degree programme delivered in English.

Up-to-date information on study plans and on the School in general can be found at <https://milano.unicatt.it/facolta/scienze-bancarie-finanziarie-e-assicurative>.

In order to strengthen ties with companies and supervisory authorities, the School has set up the School-World of Work Board. Composed of authoritative protagonists of the financial community (Managing Directors and Personnel Managers), the Board aims to: share with the business community the strategic guidelines to be followed in formulating the study plans of the Degree Programmes, in order to maintain an educational offer in line with the expectations of the professional world; improve the planning and management of the School's internship activities; identify new initiatives and profitable ways of collaborating with the business community, to constantly improve the educational process and allow students to favourably enter the world of work. These new initiatives include the focus on Soft and Digital skills, as well as the establishment of the School Internship Day, the Progetto Talenti (Talents' Project) and the "Women in finance" programme.

### **ECONOMICS AND LAW**

The Faculty of Economics and Law is located within two university campuses positioned in an area rich in culture and beauty, food, wine and music traditions. The Campuses are characterised by large green spaces, the presence of residential areas for student accommodation, and various leisure and socialising initiatives. The Cremona campus is housed in the city centre, in the prestigious premises of the Santa Monica Monastery, which underwent extensive and careful renovation.

The geographical origins and educational backgrounds of the students of the Faculty of Economics and Law are very diverse. This heterogeneity, besides representing a great cultural richness, constitutes a strong stimulus for comparison and exchange of experiences.

The values that inspire university life on Campus are those of seriousness and commitment to study, merit, teamwork, sharing, solidarity, comparison and passion for continuous self-improvement. In a few words, this is an environment where it is possible to meet one's deepest needs, at a crucial time in one's life, facilitating both study quality and interpersonal relations.

The Faculty offers distinct and autonomous degree programmes in Economics and Law, but it also provides some strongly interdisciplinary programmes. Students can choose their degree programme and customise their study plan with the aim of developing general and basic skills. They can also combine such skills with those that they will find more suited to their needs over time, but always within a wide range of choices that are highly demanded by the labour market.

The degree programmes and profiles in the economics sector aim to develop managerial and professional skills in the areas of administration, strategy, marketing and sales management, finance, human resources management and sustainability.

The degree programmes and profiles in the legal sector are structured in such a way as to offer qualified training for access to the legal professions and for entry into the world of businesses, institutions, international organisations and associations.

The educational offer of the Faculty of Economics and Law for the academic year 2024/2025 is structured as follows:

### ***Undergraduate degree programmes***

- **Business administration** (degree class L-18 Economics and Business Management):

Profiles activated on the Piacenza campus:

- *International Management* (a significant part is delivered in English)
- *Management and freelancing*
- *Marketing management*
- *Markets and financial intermediaries*

Profiles activated on the Cremona campus:

- *Economics and business management*
- *Export management*
- **Management for sustainability** (degree class L-18 Economics and Business Management):

Activated on the Piacenza Campus.

### ***Integrated degree programmes***

- **Law** (degree class LMG/01 Law):

Profile in *Economics and law with double degree (5+1) option*

## *Graduate degree programmes*

Degree programmes activated on the Piacenza Campus

- **Banking and consulting**, (degree class LM-77 Economic and Business Sciences).
- **Food marketing and sales management**, inter-faculty degree programme (degree class LM-77 Economic and Business Sciences).
- **Business management** (degree class LM-77 Economic and Business Sciences) with the following profiles:
  - *General management*
  - *Consulting and governance*
  - *Sustainability*
  
- **Global business management** (degree class LM-77 Economic and Business Sciences) (delivered in English)

Degree programmes activated on the Cremona Campus

- **Innovation and digital entrepreneurship** (degree class LM-77 Economic and Business Sciences)

Up-to-date information on study plans and on the Faculty in general can be found at: <https://piacenza.unicatt.it/facolta/economia>

### **THE INTER-FACULTY UNDERGRADUATE DEGREE PROGRAMME**

The School of Banking, Finance and Insurance Sciences and the Faculty of Economics and Law participate with their own teaching, organisational and research resources in the activation of the following degree programme: Undergraduate degree programme in **Business and Finance**<sup>1</sup> (degree programme belonging to the degree class L-18: Economics and Business Management).

---

<sup>1</sup> Undergraduate degree programme delivered in English

## **STUDY PLANS**

# UNDERGRADUATE DEGREE PROGRAMME

## BUSINESS AND FINANCE

*(Undergraduate degree programme, pertaining to the degree class L-18  
Economics and Business Management)*

The School of Banking, Finance and Insurance Sciences, together with the Faculty of Economics and Law, participates with its own teaching, organisational and research resources, in the activation of this inter-faculty undergraduate degree programme.

The objective of the degree programme in Business and Finance is to train graduates with a solid multi-disciplinary background, guaranteeing economic and financial know-how, as well as language, IT and digital skills, in order to meet the demand for figures capable of supporting companies in their internationalisation and digitalisation processes.

The following competences, knowledge and skills constitute specific educational objectives qualifying the degree programme in Business and Finance:

- basic skills in several disciplinary areas related to business economics and finance, mathematical and statistical sciences applied to the study and interpretation of economic phenomena, the legal discipline of contracts and financial institutions, as well as micro and macroeconomics;
- fundamentals in the field of business economics for the purpose of business management (mainly small and medium-sized enterprises - SMEs) and in the field of finance for the purpose of analysing the management of a company's financial resources, the functions of the financial system and the role played by the various financial intermediaries;
- fundamentals in the field of microeconomics and macroeconomics, in order to acquire the fundamental knowledge on the behaviour of economic operators and on national and international economic aggregates, useful for the analysis of the economic environment and of the competitive system of the enterprises;
- fundamentals in the field of mathematics, statistics and computer science with the aim of acquiring knowledge of applied mathematics, statistical methodology and computer skills useful in the analysis of data and in the study of economic and financial phenomena;
- fundamentals in the field of legal subjects for the purpose of completing the

students' preparation about the knowledge of the laws and regulations relating to the exercise of business law in the national and international context;

- in the specific field of competence and for the exchange of information in general, graduates will be able to effectively use, in written and oral form, the English language as well as another language (French, Spanish or German);
- in relation to the specific objectives of the degree programme, internships in financial institutions may be planned.

Teaching is delivered through classroom lectures (for characterising and complementary courses) with interaction with students, meetings with experts from the world of work, seminars, writing of individual and group papers, analysis of data and cases, the use of textbooks containing the most recent theories as well as papers published in specialised journals at the forefront of the scientific fields in question. Learning will be tested by means of written and oral tests, individual presentations or group work.

In addition to adequate preparation in English, the language of the programme, a basic knowledge in another language of the European Union is also guaranteed. Exchanges with foreign universities, also within the framework of double degree programmes, are strongly encouraged. In this regard, please consult:

<https://www.unicatt.it/corsi/triennale/business-and-finance-brescia/activities-and-experiences/International-experience.html>

The courses conclude with an assessment test that must in any case be expressed by a grade out of 30. This may also apply to the other supplementary forms of teaching for which a pass mark may be awarded.

In order to obtain an undergraduate degree, 180 credits (ECTS) are required, approximately 60 per year. Credits are awarded by means of assessment tests for both courses and other supplementary teaching forms.

Each exam passed is awarded a certain number of credits, the same for all students, and a grade (expressed out of 30) that varies according to the student's level of preparation.

The student is required to submit an individual study plan, indicating the activities as set out in the Teaching Regulations. The study plan is subject to approval by the Faculty Board, which assesses its consistency with the educational objectives of the degree programme.

In addition to the exams envisaged in the study plan, students must pass three semester-long Theology courses, to be taken during the three years of the programme, which are specific to our University.



### ***Final paper***

The student may opt for one of the following:

1. Report
  - proposal that can be chosen by all students;
  - focused report of a maximum predetermined number of characters (between 30,000-37,500 characters);
  - no presentation;
  - assessment: 0-3 points awarded upon proposal by the supervisor;
  - honours (cum laude) cannot be awarded
  
2. Dissertation
  - proposal that can be chosen only by students with an ECTS-weighted average greater than or equal to 25 and an ECTS number attained at the end of the second year (after the last available exam call) greater than or equal to 90;
  - paper of a maximum length of 40 pages;
  - with presentation;
  - assessment: 0-5 points;
  - honours (cum laude) can be awarded.

### *Calculation of the graduation mark for all students*

– reward system based on the student's average and the number of ECTS acquired at the end of the second year (recognition of an additional mark that increases the graduation mark only occurs if the following conditions are met at the end of the second year)

\*weighted average grade less than 23

1 point if the ECTS acquired are less than 70

2 points if the ECTS acquired are greater than or equal to 70;

\*weighted average mark greater than or equal to 23

2 points if the ECTS acquired are less than 70;

3 points if the ECTS acquired are greater than or equal to 70.

– Third-year reward system:

- 1 point for international activity;
- 2 points for dual degree;
- 1 point every two honours (cum laude), up to a maximum of 2 points;
- 2 punti per laurea entro dicembre, 1 punto per laurea in corso;
- 1 point for graduation by December, 1 point for graduation within prescribed terms for programme completion;
- 0,3 point if the theology grade point average is greater than or equal to 27; 0.3 points if the theology grade point average is less than 27 but greater than 23.

***International partnerships***

Students enrolled in the undergraduate degree programme in Business and Finance have the opportunity to access a profile reserved for double degrees:

- Undergraduate Degree in Business and Finance (Università Cattolica del Sacro Cuore) and BSc in Banking and finance (Bangor Business School, UK)  
More information can be found at

<https://studenticattolica.unicatt.it/double-degrees-scienze-bancarie-finanziarie-e-assicurative>.

***After graduation***

The graduate in Business and Finance is a professional who is destined to work within companies, typically in areas of business management such as finance, administration, planning and control, or as an external consultant in companies or financial institutions, and can exercise functions related to decisions concerning the management of financial resources, company financing and strategic planning. The Business and Finance graduate is also able to analyse data and trends with the latest methodologies in order to provide support for informed business decision-making. Examples of possible career paths are: junior figure in manufacturing and service companies (specifically in finance-related departments) and financial institutions; financial analyst and corporate finance consultant; data analyst; professional and expert accountant (subject to passing the state examination).

## STUDY PLAN

### First year

		<i>CFU</i>
SECS-P/07	Management and accounting	10
SECS-P/01	Microeconomics	10
IUS/01 e IUS/04	Private law	10
SECS-S/06	Mathematics	10
SECS-S/01	Statistics	10
L-LIN/12	Business English	4
	Information systems	2
	<i>Second foreign language to be chosen from:</i>	4
	French, German or Spanish	

### Second year

		<i>CFU</i>
IUS/04 e IUS/05	Business law	10
SECS-P/11	Financial markets and institutions	10
SECS-P/11	Bank management	5
SECS-P/01	Macroeconomics	10
SECS-S/06	Introduction to quantitative finance	5
SECS-P/07	Financial and managerial reporting	10
SECS-P/09	Corporate finance	10

### Third year

		<i>CFU</i>
IUS/04	International business regulation	5
SECS-P/11	Banking and finance for SMEs	5
SECS-P/09	Valuation	5
ING-INF/05 e	Data science and management	10
SECS-S/01		
SECS-P/10	Human resources and management	10
SECS-P/08	Marketing	5
SECS-P/02	Applied econometrics	5
	<i>Electives*</i>	12
	Thesis	3

**\* Electives:**

Please note: The number of credits (ECTS) stipulated for electives is the minimum required value, which can be exceeded with particular course choices. Electives can be taken in the semesters in which they are activated.

- Artificial intelligence in business (6 ECTS); Business history (6 ECTS); Private banking (6 ECTS); Value chain management (6 ECTS).
- **Internships** Curricular internship (10 ECTS) (see p. 29).

Starting from the second year, the School also proposes the inclusion of “**Soft skills**”, “**Digital skills**” and “**Clinical lectures**” courses, which allow for the acquisition of 2 supernumerary ECTS:

***Soft skills courses***

Public speaking, presentation, communication, negotiation, and problem solving techniques (2 supernumerary ECTS).

**Alphabetical list of Undergraduate degree courses with the relevant disciplinary scientific sector code**

<i>Courses</i>	<i>SSD</i>
Applied econometrics	SECS-P/02
Artificial intelligence in business	ING-INF/05
Banking and finance for SMEs	SECS-P/11
Bank management	SECS-P/11
Business English	L-LIN/12
Business history	SECS-P/06
Business law	IUS/04 e IUS/05
Corporate finance	SECS-P/09
Data science and management	ING-INF/05 e SECS-S/01
Financial and managerial reporting	SECS-P/07
Financial markets and institutions	SECS-P/11
French language	L-LIN/04
German language	L-LIN/14
Human resources and management	SECS-P/10
Information systems	
International business regulation	IUS/04
Introduction to quantitative finance	SECS-S/06
Macroeconomics	SECS-P/01
Management and accounting	SECS-P/07
Marketing	SECS-P/08
Mathematics	SECS-S/06
Microeconomics	SECS-P/01
Private banking	SECS-P/11
Private law	IUS/01 e IUS/04
Spanish language	L-LIN/07
Statistics	SECS-S/01
Valuation	SECS-P/09
Value chain management	SECS-P/08

## Prerequisites

Students are requested to pass the exam/exams listed in the second column of the table (on the right side) before taking the exam listed in the first column of the table (on the left side).

Business law	Private law
Microeconomics	Mathematics
Macroeconomics	Mathematics; Microeconomics, Statistics
Statistics	Mathematics
Introduction to Quantitative Finance	Mathematics
Applied Econometrics	Mathematics; Statistics
Financial and Managerial Reporting	Management and Accounting

### *Curricular internship awarding credits (ECTS)*

A register of students who may participate in curricular internships is established. The following are eligible to appear on the register

- students enrolled in the second year
  - \* who have passed all the exams of the first year of the programme;
  - \* who have acquired at least 70 credits (ECTS) on the date of submission of application for enrolment on the register;
- students enrolled in the third year
  - \* who have passed all the exams of the first year of the programme;
  - \* who have acquired at least 100 credits (ECTS) on the date of submission of application for enrolment on the register.

The application for enrolment on the register may be submitted to the Internship Tutor at any time of the year, along with certification proving the above-mentioned requirements (or possibly by self-certification if proper certification has not been acquired by the secretarial offices yet).

Registration is valid for one year. At the end of this period, students may re-register if they meet the requirements set out in the previous points relating to the programme year in which they are enrolled at the time of submitting the application.

The companies directly take care of the selection of candidates for the internship by choosing from those on the register. Relations between the offering companies and Università Cattolica del Sacro Cuore are governed by an agreement.

A student enrolled in the register may indicate the willingness of a particular company to accept his or her application for the internship. In this case, the company's offer will not be submitted to the other students enrolled in the register, but the School contact person will first check its eligibility.

The internship is a non-compulsory teaching method. Therefore, the School does not guarantee a number of internships equal to that requested annually by students.

The internship activity corresponds to 10 ECTS for the graduate degree in Business and Finance. These credits (ECTS) can only be identified in the

elective courses..

For credits to be recognised, the internship must meet the following minimum requirements:

- the internship must last at least 3 months;
- the student must agree with the supervising professor/lecturer, in collaboration with the internship coordinator - if appointed - on an educational plan for the internship itself, in cooperation with the company tutor;
- at the end of the internship the student must prepare a final report.

In the event that the proposed internship is carried out abroad, the registered student may request approval even if the duration is less than three months.

The supervising professor/lecturer determines eligibility by checking that the internship lasts no less than four weeks;

- the internship is carried out in a company with established reputation;
- the host company has adopted a public selection process, allowing access to anyone on a competitive basis;
- the host company operates in the banking, finance and insurance sector or is listed on regulated markets.

In the event that the internship lasts less than eight weeks, the number of credits (ECTS) recognised is equal to half of those awarded for internships lasting at least three months.

### ***Curricular internships without the award of credits (ECTS)***

All students regularly enrolled in degree programmes activated by the School may undertake a curricular internship without the award of credits. Information on the services offered by the University for the activation of an internship of this type may be requested from the Internship Tutor or the Internships & Placements Office (<https://studenticattolica.unicatt.it/home-stage-e-lavoro>).



**DOUBLE DEGREE PROGRAMME ACTIVATED WITH BANGOR BUSINESS  
SCHOOL, UK**

*Study plan at Università Cattolica del Sacro Cuore*

**First year**

	<i>CFU</i>
Management and accounting	10
Microeconomics	10
Private law	10
Mathematics	10
Statistics	10
Business English	4
Information systems	2
<i>Second foreign language to be chosen from:</i>	4
French, German or Spanish	

**Second year**

	<i>CFU</i>
Business law	10
Financial markets and institutions	10
Bank management	5
Macroeconomics	10
Introduction to quantitative finance	5
Financial and managerial reporting	10
Corporate finance	10

*Study plan at Bangor Business School*

**Third year**

	<i>CFU</i>
International banking	20
Bank management	20
Merger and acquisition	20
FinTech in banking, finance, investment, insurance and regulation	20
Advanced econometrics	20
Behavioural finance	20
<i>One course among the following:</i>	20
Market risk analytics	
Corporate governance	



## **COURSE SYLLABI**

Courses syllabi can be consulted by accessing the following section of  
Università Cattolica website:

*<http://programmideicorsi-brescia.unicatt.it>*

## TEACHING LIST AND RELATED LECTURERS APPOINTED

1. Business English: Dott.ssa ELISA DAKIN
2. Information systems: *Docente da nominare*
3. Management and accounting: Prof. RICCARDO TORELLI
4. Mathematics: Prof. LUCA TAMANINI
5. Microeconomics: Prof. FABRIZIO PANEBIANCO
6. Private law: Prof. FRANCESCO ZECCHIN
7. Statistics: Prof. RICCARDO BRAMANTE

## THEOLOGY COURSES

### ***Nature and aims***

The Theology courses are unique to Università Cattolica. They aim to offer motivated, well-reasoned and organic knowledge of the contents of the Revelation and of Christian life, thereby furnishing students with a more complete education in the intelligence of the Catholic faith.

The mark achieved in the Theology exams forms an integral part of each student's curriculum and will be considered by the examining board in determining the overall mark for the degree

### ***Degrees***

Theology courses are part of the curricular study plan of the degree programmes for students enrolled at Università Cattolica.

### ***Syllabi***

For the first, second and third year of the programmes, there will be a single semester-long syllabus (12 weeks per year, three hours per week).

The subjects are:

Theology 1:        *Fundamental questions: Christological faith and the Holy Scripture*

Theology 2:        *Matters of theological anthropology and ecclesiology;*

Theology 3:        *Theological questions of Christian ethics and morals.*

Students can choose their Theology course from their individual iCatt page by the deadline communicated on the same page. For students who do not enrol within this deadline, the university will proceed assigning them a lecturer.

### **Lecturers and course syllabi**

For information on the Theology courses and lecturers, please consult the webpage:

<https://www.unicatt.it/ateneo/governance-e-organi-dell-ateneo/collegio-dei-docenti-di-teologia/corsi-e-docenti-di-teologia.html>

The syllabi of the Theology courses can be consulted by accessing the following section of the Università Cattolica website: <http://programmideicorsi-brescia.unicatt.it>.

## **UNIVERSITY LANGUAGE SERVICE (SELDA)**

Through the University Language Service (SeLdA), Università Cattolica offers students from all Faculties the opportunity to verify or acquire the basic or advanced language skills required by their courses.

### **Didactic organisation of basic language courses**

Students needing to acquire language skills through the University Language Service can take the language proficiency test during the most convenient sessions.

SeLdA offers French, English, Spanish and German language courses.

### **Lecture schedule for basic language courses**

I semester: 9 September - 7 December 2024;

II semester: 3 February-10 May 2025

### **Proficiency Tests**

Students will be assessed at the level of linguistic competence required by the deliberations of the individual Faculties. The French, Spanish and German language proficiency test consists of a computerised written part and an oral part. The SeLdA English language proficiency test consists of a computerised written part only.

The tests are valid within the university: depending on the deliberations of the Faculties, they generally replace the first language exam in the study plans, entitling students to the corresponding credits. For English only, students who have included a language course in the current academic year have the opportunity to take the proficiency test starting from the early summer session. Students who do not take or fail the proficiency test in the early session are invited to take a term course from the second term (February-May 2024).

Information on the format and structure of the exam can be found in the respective programmes on the SeLdA website

### **Business English**

The University Language Service organises a six-month advanced course in Business English (level C1 of the Common European Framework of Reference). The aim of the course, which lasts 28 hours, is to consolidate and strengthen language skills in Business English with a focus on the financial sphere.

## **Didactic organisation of the “Italian for Foreign Students” ( This is for foreign students only) course**

SeLdA organises a 60 hours course in the Italian language.

The course aims to develop and improve receptive and acquired skills stated by Level B1 of the Common European Framework. Therefore, the student must be able to: understand the essential points of clear messages in standard language on familiar topics related to study, the world of work and leisure; face many situations that can be experienced while living and traveling in Italy and finally express himself/herself with clear and understandable pronunciation.

### **Lecture schedule**

The Italian for Foreign Students course follows the SeLdA academic calendar.

### **Course syllabi**

The syllabi of Foreign Language advanced courses can be consulted by accessing the following section of the Università Cattolica website:

<http://programmideicorsi-brescia.unicatt.it>.

### **Recognition of language certifications**

Certain international language certificates are recognised as a substitute only for the proficiency test if presented to the SeLdA office within two years of the year of attainment, subject to verification of the language course in the current academic year’s study plan. A list of recognised certificates and the corresponding levels can be found on the SeLdA webpage: [servizio-linguistico-di-ateneo-selda-certificazioni-internazionali-riconosciute](#). For the academic year 2024-2025, certificates obtained from the year 2022<sup>1</sup> will be accepted.

### **Independent Learning Centre**

This is an online language learning resource centre that offers materials and activities tailored to the needs and competences of its users for autonomous and continuous training. All resources are available through a dedicated Blackboard page.

In particular, the Centre offers students a **language consultancy service** to identify study objectives and draw up a personalised learning pathway, and **language coaching** to solve problems related to a specific language. Both services are available in presence and online.

---

<sup>1</sup> For certificates dated 2022, the deadline for submission is December 2024



**To access the online resources, you need to add the “ Autoapprendimento “ course to your Blackboard courses.**

References of the Self-Study Centre:

e-mail: [cap.selda-bs@unicatt.it](mailto:cap.selda-bs@unicatt.it)

webaddress: [servizio-linguistico-di-ateneo-selda-cap-centro-per-l-autoapprendimento](http://servizio-linguistico-di-ateneo-selda-cap-centro-per-l-autoapprendimento)

*References SeLdA secretariat:*

Student services centre (Via Trieste, 17 – 25121 Brescia)

SeLdA can be contacted through the appropriate function provided in iCatt:

**app** – sezione: “richiedi info” – selezionare Servizio Linguistico di Ateneo;

**website** – section: le comunicazioni per te – “richiesta informazioni” – select Servizio Linguistico di Ateneo

<https://studenticattolica.unicatt.it/servizi-e-campus-life-selda-brescia>

## CENTRE FOR INNOVATION IN EDUCATIONAL TECHNOLOGIES (ILAB)

The Centre for Innovation in Educational Technologies (ILAB) of the University promotes and implements initiatives and projects aimed at the enhancement and development of teaching technologies.

Among other things, the Centre is responsible for managing and supporting the use of Blackboard, the platform chosen by Università Cattolica as the main tool for managing online teaching, and promoting its more advanced use through ad hoc presentations and training initiatives.

In line with the University's educational objectives, ILAB provides courses in 'ICT and Information Society' for the understanding of the main developments in technological innovation and the attainment of basic IT skills.

### **Course syllabi**

The *ICT and Information Society* course syllabi can be consulted by accessing the following section of the University website:

<https://brescia.unicatt.it/polo-studenti-e-didattica-programmi-dei-corsi-orari-delle-lezioni#/programmi/BS>

### *Useful references:*

Centre for Innovation in Educational Technologies (ILAB)

Via Trieste, 17 - 25121 Brescia

E-mail: [ilab-bs@unicatt.it](mailto:ilab-bs@unicatt.it)

## INTERNATIONAL PROGRAMMES

### **Semester/year abroad**

Università Cattolica offers several opportunities to students interested in spending a semester or an entire academic year abroad at European and non-European universities

- **Exchange (Erasmus+ & Overseas):** As exchange students, selected candidates will have the opportunity to attend courses at one of the European and non-European universities with which their Faculties have signed a bilateral exchange agreement, to use the facilities and services of the host university, to sit the exams agreed upon with the “Cattolica” lecturers and to obtain recognition on their return; all candidates receive a scholarship;
- **ISEP Exchange:** The agreement between “Cattolica” and ISEP – International Student Exchange Programme, the largest worldwide network of cooperation between university institutions, offers “Cattolica” students the opportunity to spend a semester or a year studying abroad, choosing from about 150 universities in the United States and another 50 in the rest of the world, at which to take the exams agreed upon with the “Cattolica” lecturers and obtain recognition on their return; all candidates receive a scholarship until available funds are exhausted;
- **Study Abroad:** Thanks to this programme, students can choose to attend a semester at one of the most prestigious universities in the world, and sit their exams abroad, with the possibility of requesting recognition on their return. The programme has an enrolment fee at the partner institution.

### **Double Degree**

In this programme students undertake part of their academic studies at Università Cattolica and part at a foreign university, with the aim of obtaining two equally recognised degrees, both in Italy and in the host country.

### **Summer Programmes**

During the summer months, the Summer Programmes allow students to attend academic courses, intensive from 2 to 8 weeks, at prestigious international universities, with the possibility of having their exams recognised on their return. All candidates receive a scholarship until available funds are exhausted.

### **Language Courses (Programme also available online)**

Tailor-made intensive language courses abroad to improve language competences and prepare for international certifications. Languages: English, Spanish, French, German, Arabic, Chinese, Russian.

### **Internship abroad (Programme also available online)**

Internships with companies and organisations abroad, partners of Università Cattolica. Students can enrol in programmes that allow them to select area of interest and dates of their sojourn abroad: Personalised Internship, Italian Assistant Teacher, Dublin: language course + internship, MAECI – CRUI Internships (internships at Embassies, Consulates, Permanent Representations and Institutes of Italian Culture abroad). In addition, it is also possible to apply for the advertisements available on the STeP Portal - Section Abroad. Some opportunities are also open to recent graduates (within 12 months of graduation).

### **International Volunteering**

Aimed at students and recent graduates, this programme offers numerous opportunities to volunteer abroad during the summer in various countries in South America, Africa and Asia.

### **Dissertations conducted abroad**

The ‘Dissertation Abroad’ programme offers scholarships to students, both undergraduate and graduate, from all Faculties who have independently identified an opportunity to carry out research of an international nature for their dissertation.

### **Courses in preparation for IELTS certification (Programme also available online)**

English language courses in preparation for the international IELTS Academic certification, delivered both “in presence” and online, with variable duration, both semester-long and intensive, to offer students and recent graduates the opportunity to prepare themselves in the best possible way for international study experiences or internships.

For further information please visit:

<https://goabroad.unicatt.it/>.

# ADMINISTRATIVE PROVISIONS

## ENROLMENT RULES

### 1. QUALIFICATIONS REQUIRED

Pursuant to Art. 6 of Ministerial Decree No. 270/2004, the following may enrol in the degree programmes opened at Università Cattolica:

- State upper secondary school graduates (five-year or four-year: final diplomas in education programmes of study).
- holders of a foreign degree, recognised as suitable for admission to Italian universities according to the provisions issued for each academic year by the Ministry of University and Research in agreement with the Ministries of Foreign Affairs and the Interior.

### *Contemporanea iscrizione all'università e a corsi di studio dell'alta formazione artistica e musicale (AFAM)*

It is permitted to simultaneously enrol in two programmes of study at the same University or at different Italian or foreign Universities, or where one of the programmes is at a University and one at the Higher Institutes of Musical and Choral Studies, in compliance with the provisions of Law No. 33 of 12 April 2022 and subsequent ministerial implementing decrees.

The simultaneous enrolment in two programmes of study is allowed provided that the aforementioned programmes do not relate to the same ministerial degree class and that they differ in at least two-thirds of the educational activities in terms of academic teaching credits.

Students interested in concurrent enrolment are required to give prior notice to the Student Centre of the relevant campus using the appropriate forms.

### 2. MODALITIES

Students who intend to enrol for the first time at Università Cattolica (Milan, Brescia, Piacenza-Cremona) must first read the specific notices “Admission procedures” on the University website ([www.unicatt.it](http://www.unicatt.it)).

The registration application must be completed and submitted online (the submission is necessary since the application, in some parts, must be manually completed and it is also necessary to acquire the handwritten signature of the student or parent, if the student is a minor) using the *Registration Portal*, available on the University website.

In addition to filling out the registration form, it will be necessary to pay the 1st instalment of the tuition fees and university contributions, and upload all of the required documentation:

**Once registration has been completed, the University, in accordance with the procedures in force, will provide the Carta Ateneo badge.**

When submitting their registration application, priests and other religious figures must submit the declaration by which the Bishop or Superiors authorise them to enrol in the University (written authorisation will be approved by the General Ecclesiastical Assistant of Università Cattolica or by a delegate).

Regarding the presentation of income documentation, the appropriate online procedure must be used, available in the *Registration Portal* or on the student's personal *iCatt* webpage.

**A student who has been successfully enrolled for a year of university studies is not entitled to a refund of fees and contributions paid.**

### ***Registration on a part-time basis***

Students who do not have full-time availability due to work, family, health or other justified personal reasons, may opt – at the time of registration or renewal of their current enrolment – for a study path that permits them to carry out 50% of the annual educational activities envisaged for the programme. Minor deviations can be determined by the competent Faculty Councils, taking into account the unique features of each programme of study.

A student who intends to register on a part-time basis must first express this intention, with justifications for their request, by filling in the appropriate form at the Student Centre of their campus.

This declaration of interest will be submitted to the competent educational bodies for approval and, once this is received, the student may submit a formal request for registration on a part-time basis.

All information relating to the modalities, timings and economic aspects can be found at the Student Centre of the respective campuses.

### 3. VERIFICATION OF THE INITIAL PREPARATION OF STUDENTS (VPI) – ADDITIONAL LEARNING OBLIGATIONS (OFA)

To better cope with their chosen university programmes, those who enrol in the first year of the degree programmes and single-cycle graduate degree programmes will be evaluated on their level of initial preparation; an exception is made for those who enrolled in programmes of study for which there are alternative ways of fulfilling the VPI or that provide for a specific admission test.

The VPI is a test on predefined subject areas (for example, knowledge of the Italian language and understanding of text and mathematics), diversified according to the chosen Faculty, covering the knowledge that is expected, irrespective of the diploma they obtained at their upper secondary school.

All information relating to the methods for taking the VPI for each study programme, as well as that relating to the OFA assigned to applicants who obtain an insufficient result on their VPI – which will, in any case, have to be covered by the end of the 1st year – are reported on the website [www.unicatt.it](http://www.unicatt.it) as well as on the student's personal *iCatt*.

### 4. RULES FOR STUDENTS WITH FOREIGN QUALIFICATIONS

The admission of students holding foreign degrees is regulated by specific ministerial legislation, downloadable from the following link: <https://www.universitaly.it/studenti-stranieri>. Interested students are invited to request the relevant information from the International Admissions Office of each campus.

The specific admission procedure is available on the website:

<https://international.unicatt.it/>.

### 5. METHODS OF ADMISSION TO GRADUATE DEGREES

For admission to a graduate degree programme, one must have an undergraduate degree and meet certain curricular requirements (ECTS in specific scientific disciplinary sectors (SSD) and/or specific courses). For each degree programme, the admission procedures are established:

- *Chronological order with an interview or degree curriculum evaluation, if required:* the reservation of a place is done in chronological order, following payment of the first instalment of the university contributions, until all envisaged places are filled, and once any necessary interview or degree curriculum evaluation has been completed

- *Chronological order with a compulsory interview*: the reservation of a place is done in chronological order following an interview, once payment of the first instalment of the university contributions has been made, until all envisaged places are filled
- *Chronological order according to a minimum mark average*: the reservation of a place is done in chronological order, following payment of the first instalment of the university contributions, but is conditioned by certain curricular requirements
- *Grading by merit*: the reservation of a place is conditioned by a ranking drawn up on the basis of certain requirements
- *Admission test*: the reservation of a place occurs once an admission test has been passed.

Admission to some degree programmes may include more than one of the aforementioned modalities, therefore it is necessary to refer to the specific “Admission procedures” notices, available on the University website.

## **ADMINISTRATIVE PROCEDURES**

### COMPLIANCE WITH DEADLINES FOR ENROLMENT IN SUBSEQUENT YEARS

Subject to the following instructions, students who intend to enrol in the new academic year are required to make payment within the deadline indicated in the *General Regulations for the Determination of University Contributions* in force and usually reported on the iCatt personal webpage.

If payment has been made within the terms indicated, *the student will be automatically placed for the new academic year of the programme year (or as “fuori corso”, supplementary year student, i.e. students who have not managed to complete the scheduled exams in the time frame established by a given university programme) in the REGULAR position.* If the student intends to vary the proposed enrolment (for example, from “fuori corso” (supplementary year student) to “ripetente” (repeat students, i.e. students who have not achieved the necessary credits to move on to the following year or who have expressly requested to be able to enrol in the previous year), or request to change to another degree programme) *they must necessarily contact the Student Centre.*

If a student enrolls for a year subsequent to the first year and payment was made late, the student will be placed in the ‘in corso’ position, in debt for late payment (downloadable online from the student’s personal iCatt webpage). N.B. In case enrolment is renewed after the deadline for submission of the degree curriculum, an unalterable *ex-officio* degree curriculum will be assigned.



## REPEAT STUDENTS

Students who have followed the programme of study, for which they are enrolled, for its entire duration without having enrolled in all the courses envisaged in the degree curriculum, or without having obtained the relevant attendance certificates where such attendance is expressly requested, must register as repeat students for the courses lacking enrolment or attendance.

Students who, despite having completed the normal duration of the programme of study, intend to modify their degree curriculum by adding new courses in which they have never enrolled, must register as repeat students.

Registration as a repeat student will only be allowed if the degree programme is still active. and in any case within the final deadline for the submission of the degree curriculum, in compliance with the deadlines set by the respective Faculties.

## STUDENTS WHO HAVE NOT COMPLETED UNIVERSITY EXAMS WITHIN THE SET TIME PERIOD (“FUORI CORSO” (SUPPLEMENTARY YEAR STUDENT))

Students who have been enrolled and have attended all the courses required for the entire study programme are enrolled as “fuori corso” (supplementary year) students until they obtain their academic title, except in the case of alternative provisions set by the individual educational systems.

## ENROLMENT IN A PROGRAMME/REPEAT PROGRAMME YEAR SUBSEQUENT TO THE FIRST YEAR

*The enrolment procedure is digital. Students who wish to enrol as repeat students must submit the appropriate application form to the Student Centre of the relevant campus.*

Any student already registered with Università Cattolica and regularly enrolled must pay the first instalment proposing enrolment in the new academic year and can download the *General Regulations for the Determination of University Contributions*.

*In order to be enrolled in the following year, students must pay the first instalment: payment of the first instalment constitutes a definitive expression of willingness to enrol in the new academic year.*

*Updating of the computer database takes place as soon as the University receives news of the payment through the banking circuit. Therefore, it may take a few days after the payment before a student's enrolment is registered for the academic year.*

*N.B. given that the payment of the first instalment immediately completes the*

registration process, it is non-refundable under any circumstances – (Article 4, paragraph 8, Title I “General Rules” of the Teaching Regulations of Università Cattolica and Article 27 of the Student Regulations, approved by Royal Decree 4 June 1938, No. 1269).

Only one fulfilment remains to be met by students enrolled in degree programmes that are subject to income-dependant university contributions: they must present their income documentation using the online application on the student’s personal *iCatt* webpage, which is indicated in the *General Regulations for the Determination of University Contributions* in force and usually reported on the personal *iCatt* webpage. After this date, late payment is incurred for late delivery of administrative documents.

#### SUSPENSION OF STUDIES

Students have the right to suspend the studies undertaken in the cases provided for in the current rules and regulations. At the end of the suspension, students can resume the interrupted programme of study provided that the programme itself is still active.

#### TRANSFER AND WITHDRAWAL FROM STUDIES

Students have the right to transfer or withdraw from the studies undertaken with the obligation to pay any outstanding contributions at the time of submitting their application.

#### DEGREE CURRICULUM

The deadline for students to submit their individual degree curriculum is set within the deadlines published on the website. For delays falling within seven days of the deadline, the degree curriculum may be submitted upon payment of the expected late payment fee (for the amount see “Secretariat Fees, Late Payments and Reimbursements of Miscellaneous Expenses” in the *General Regulations for the Determination of University Contributions*). In the event of a longer delay, an unmodifiable degree curriculum will be assigned..

#### EXAMINATIONS

##### Generals Rules

*Students are required to know the rules relating to the degree curriculum of their degree programme and are, therefore, responsible for cancellation of any exams taken in violation of said rules.*

In order to avoid the cancellation of exams taken, students are reminded that the prepared order of exams set between the individual years of a multi-year

course or between the preparatory and the advanced or higher exam, is rigid and compulsory.

Any infringement of the exam provisions will result in the cancellation of the examination. The cancelled exam must be repeated.

The mark assigned by the examining committee, once recorded, cannot be subsequently modified: the mark is final, unless expressly waived by the student. A recorded examination with a pass mark cannot be repeated (pursuant to Art. 6 paragraph 6, Title I “General Rules” of the University Teaching Regulations). Students are only allowed to take the examinations if they have: a) presented their degree curriculum; b) paid the contributions; and c) registered for the exams in the manner indicated below.

### How to Register for Exams

Registration takes place online via the student’s personal iCatt webpage and must be made no later than the fourth calendar day preceding the exam date.

*Simultaneous registration for the same exam on several exam dates is not allowed.*

A registration may be cancelled until the day before the first day of the exam date.

Transferring the registration for an exam from one exam date to a later date can only take place once registration in the exam date one intends to abandon has been cancelled.

If the deadline for registering for an exam date has passed, it is no longer possible to cancel any registrations made and one must wait till the day after the expired exam date before registering for the next one.

**N.B.:** The following students will not be allowed to sit the exam:

- those who have failed to register for the exam date within the deadline;
- those who, despite registering for the exam date, did not sit the exam with a university badge and a valid identity document;
- those who have not regularised their administrative position.

### FINAL EXAM FOR THE AWARDING OF A DEGREE

The didactic system of each degree programme offers several possible ways to take the graduation exam. The competent teaching structure defines the method to be adopted for each programme of study (see in this regard the indications on the webpages of the University website and those contained in the Faculty Guide).

The procedure remains currently similar to that described for graduate degree programmes *with the following differences:*

1. it is a paper on a topic normally agreed with a lecturer of reference;
2. the commitment required for this paper is lower than that required for a traditional degree thesis (*the commitment is proportional to the number of university credits attributed to the final exam in the educational system of one's degree programme*). Consequently, the document will have a limited extension;
3. the subject title of the final paper must be obtained according to the procedures established by the Faculty Council (direct assignment by the lecturer, acquisition through the thesis desk in one of the various forms available, or other) in time for the development and completion of the paper within the deadline set for submitting an application to take the final exam for the awarding of the degree. This deadline will be published on the webpage of each Faculty for each reference session;
4. The application to take the final exam for the awarding of the degree must be submitted no less than 45 days from the beginning of the chosen session. The aforementioned application may be submitted provided that the outstanding number of exams and/or credits is not greater than that established by each Faculty;
5. 5. the final paper, in pdf format, must be sent to the lecturer of reference via the personal *iCatt* webpage in the section “Online Secretariat – Final Exam – Send Final Exam” according to the methods and deadlines provided and published on the webpage of each Faculty. The deadline for uploading the document cannot be extended. The lecturer of reference may request a hard copy.

#### FINAL EXAM FOR THE AWARDING OF A GRADUATE DEGREE

The final exam for the awarding of the graduate degree involves the development and discussion of a written dissertation carried out on a subject previously agreed upon with the subject professor.

To be admitted to the final exam, students must fulfil the following requirements in order:

- a. a. choose and present a topic verifying the expected curricular/temporal requirements;
  - b. b. submit the application for admission to the final exam by verifying the expected curricular/temporal requirements;
  - c. c. deliver the final paper.
1. 1. In order to present *the topic of their degree thesis*, students must respect:
    - the deadlines for submission;
    - the curricular requirements

2. The subject of the final exam must be related to a course included in the degree curriculum, and the title must be agreed with the lecturer of reference. To obtain approval for the subject, it is necessary to contact the lecturer, in the manner provided for by each Faculty. The subject must then be inserted into the personal iCatt webpage (Online Secretariat – Final Exam) within the deadline indicated in the section “Four-year and Graduate Degree Exam Dates” on the University Internet pages.

Any delay will result in the thesis being postponed to the next exam date.

3. In order to submit *an application for admission to the final examination*, the following must be complied with:
  - the deadlines for submission;
  - the curricular requirements
4. To submit the application for admission to the final exam it is necessary to follow the procedures provided for by each Faculty and published on their webpages.

Any changes to the title of the final paper, approved by the lecturer, must be made at the time the application is submitted. The title that is submitted must, therefore, be definitive since no changes can be accepted.

5. Students will be invited to take the final exam exclusively through their personal iCatt webpage, in good time and certainly no later than the tenth day prior to the graduation date.

#### *Notes*

1. No graduating student may be admitted to the graduation exam if they have not complied with the deadline dates published on the webpage of each Faculty.
2. *Graduating students must have taken and recorded all exams at least one week before the start of the graduation session.*
3. Graduating students are obliged to promptly notify their thesis supervisor if, for any reason, they are unable to graduate on the exam date for which they have applied, and, in such cases, must subsequently resubmit a new application for admission to the graduation exam.
4. This information must also be sent to the Student Centre, by filling in the appropriate “Information Request” form from the student’s personal iCatt webpage.

#### GRADUATION EXAMS RELATING TO PROGRAMMES PRIOR TO THE ENTRY INTO FORCE OF MINISTERIAL DECREE NO. 509 OF 3 NOVEMBER 1999

The procedure is substantially similar to that described for the final exam for the awarding of a graduate degree, unless different instructions are published in the Faculty Guide. For the graduation exams of the four-year/five-year programmes too, prior to the regulation referred to in Ministerial Decree 509/99, application for admission to the final exam may be submitted provided that the number of outstanding exams is not higher than that established by each Faculty.

#### LOSS OF STUDENT STATUS BY THOSE ENROLLED IN A STUDY PROGRAMME FOLLOWING THE UNIVERSITY REFORM PURSUANT TO MINISTERIAL DECREE 509/1999

Students who have not regularly enrolled for five consecutive academic years or students who, after the normal duration of their study programme, have not passed exams for five consecutive academic years, may not enrol in a new academic year and, therefore, **lose their student status**. The aforementioned provision does not apply to students who only have to take the graduation exam or who have obtained all the credits except those covered in the final exam.

Students who, despite having passed all the exams in their degree curriculum, have not renewed their enrolment for at least 5 consecutive academic years, are exclusively outstanding on their final paper or thesis, yet complete their studies within the academic year 2024/2025, are required to make, at the same time and no later than 31 December 2024, the following payments:

- the recognition contribution relating to 5 academic years regardless of the number of academic years of non-renewal;
- the first instalment to fully cover university tuition fees for the academic year 2024/2025 (thus exempting the second and third instalments).

They are also required to pay the graduation fee for the exam date of the relevant graduation session.

#### LOSS OF STUDENT STATUS BY THOSE ENROLLED IN A STUDY PROGRAMME PRIOR TO THE UNIVERSITY REFORM PURSUANT TO MINISTERIAL DECREE 509/1999

Students who have not taken exams for eight consecutive years may not enrol in a new academic year and, therefore, **lose their student status**. The aforementioned provision does not apply to students who only have to take the graduation exam or who have completed all the exams except those covered in the final exam..

Students who, despite having passed all the exams in their degree curriculum, have not renewed their enrolment for at least 8 consecutive academic years, are

exclusively outstanding on their thesis, yet complete their studies within the academic year 2024/2025, are required to make, at the same time and no later than 31 December 2024, the following payments:

- – the recognition contribution relating to 8 academic years regardless of the number of academic years of non-renewal;
- – the first instalment to fully cover university tuition fees for the academic year 2024/2025 (thus exempting the second and third instalments).

They are also required to pay the graduation fee for the exam date of the relevant graduation session.

#### WITHDRAWAL FROM STUDIES

Students have the right **to withdraw from the studies undertaken** with the obligation to pay any outstanding contributions at the time of submitting their application for withdrawal from studies. This is done by printing the withdrawal application from their personal iCatt webpage in duplicate, affixing the stamp mark according to the current value and submitting the application for withdrawal to the Student Centre of the relevant campus, the registration booklet (if received) and the badge (in the case of a Carta Ateneo + provided that the banking services have not been activated).

Their withdrawal must be written in a clear and explicit way, without affixing any conditions, terms and clauses that limit its effectiveness. Those who have withdrawn from their studies, upon request, may be issued certificates relating to the academic career previously pursued under conditions of administrative regularity.

#### TRANSFER TO ANOTHER DEGREE PROGRAMME

Regularly enrolled students who intend to transfer to another degree programme within the same or another Faculty of Università Cattolica must use the online The students concerned are also invited to consult the notices published on the University website to check the deadlines for uploading the necessary documentation on the Registration Portal.

**The students concerned** are also invited to consult the notices published on the University website to check the deadlines for uploading the necessary documentation on the Registration Portal.

## TRANSFERS

### Transfers to another University

The regularly enrolled student can transfer to another University, after consulting its study regulations, **from 15 July to 31 October of each year (unless the final deadline in the provisions of the destination University is before 31 October), by submitting a specific application to the Student Centre.**

**Students who request a transfer to another University beyond the deadline set by the regulations and certainly no later than 31 December** are required to pay an operational contribution directly proportional to the delay in submitting the application. However, the transfer cannot take place without authorisation from the University of destination.

In order to obtain the transfer, the student must follow the procedures and not have outstanding university contributions at the time of submitting their application.

*As from the date of submission of the transfer application, no further examination shall be allowed.* Any exams taken and not yet recorded on the aforementioned date will not enter the student's career record.

Students who obtain authorisation to return to Università Cattolica are admitted to the programme year corresponding to the exams passed, regardless of the registration previously obtained. They will also be required to pass any additional supplementary tests deemed necessary by the competent Faculty Council to bring them in line with the students of Università Cattolica.

### Transfers from another University

Students already enrolled at another University who intend to enrol at Università Cattolica are required to use the Registration Portal. The students concerned are also invited to consult the University website to check how and when to submit the necessary documentation.

Students are, in any case, required to submit a transfer request to the University of origin.

### REGISTRATION "EX NOVO" WITH ANY SHORTENED COURSE (CAREER RECOVERY)

Students who withdrew from their studies or who lost their student status prior to 1 November 1999, and students who incurred cessation of their student status, may request to enrol "ex novo" in the study programmes provided for by the new regulations.

The competent teaching structures establish which credits acquired in the previous university career may be recognised.



### *Single Course Enrolment*

Pursuant to Art. 11 of the University Teaching Regulations and subject to authorisation from the competent teaching structure, the following students may register for individual courses and take the exams for these courses on the exam dates of their respective academic year of attendance:

- a. a. students enrolled in other universities authorised by the University to which they belong and, if foreign citizens, in compliance with current legislation and procedures;
- b. b. graduates interested in completing the training curriculum followed;
- c. c. other interested parties, previously authorised by the Council of the competent teaching structure, provided that they hold the necessary qualifications for enrolment in the study programme to which the individual courses refer.

A tuition fee plus a contribution is due for each course (see *General Regulations for the Determination of University Contributions*).

The students mentioned above can enrol in individual courses corresponding to a number of university credits established by the Council of the competent teaching structure and, as a rule, no more than 30 per academic year, for no more than two academic years; any exceptions will be considered, upon motivated request, by the Council of the competent teaching structure.

*The application for registration may be submitted, only once per academic year and with reference to courses belonging to (or shared with) the same Faculty, to the Student Centre within the following dates: if one or more courses begin/s in the first semester, by 4 October 2024; if the course or courses of interest begin/s in the second semester, by 7 February 2025.*

### **NOTES REGARDING SECRETARIAL DUTIES**

Unless otherwise stipulated, students are reminded that, in order to protect personal data, *they must present themselves in person* at the relevant offices to carry out any administrative procedures.

Please note that some administrative procedures may be done online on the student's personal *iCatt* webpage.

Students are recommended not to wait until the last days before the deadlines to complete the procedures for the various requirements.

## STUDENT CENTRE OPENING HOURS

The Student Centre is open to the public on weekdays (Saturdays excluded) according to the times indicated on the website ([www.unicatt.it](http://www.unicatt.it)).

The Student Centre will be closed on the feast of the Sacred Heart, from 24 to 31 December, for two consecutive weeks in August, and on Good Friday. Students will be advised of any additional closure days with appropriate notice via notices on the website.

## STUDENT CONTACT FOR MISCELLANEOUS COMMUNICATIONS

It is essential that both the residence and contact details, in case of subsequent changes, be updated promptly: this update must be carried out directly by the student online using the appropriate function via their personal [iCatt](#) webpage.

## CERTIFICATES

Certificates relating to students' academic careers are normally issued on request, except in the cases indicated by current legislation in which the exemption or substitute declaration of certification (self-certification) is expressly provided for.

Via the self-service, students can produce certificates digital format (pdf) and in signed digital format.

## ISSUANCE OF DEGREE CERTIFICATES AND REQUESTED DUPLICATES

To receive the original degree certificate, students must follow the instructions contained in the invitation letter to the graduation exam.

Should the original degree certificate be lost, the interested party may – by way of a specific application, subject to stamp duty and accompanied by the documents proving the loss (a competent judicial authority report) – request from the Rector a duplicate of the certificate after paying the associated issuance fee.

The original certificates are delivered to the interested party to the address on the records held in administration at the time of applying for the graduation examination.

## UNIVERSITY CONTRIBUTIONS

Information on university contributions as well as financial benefits can be consulted through the website of Università Cattolica and from the student's

personal *iCatt* webpage.

Students who are not in good standing with the payment of contributions and with the prescribed documents cannot:

- be enrolled in any course year, either as a repeat or “fuori corso” (supplementary year) student;
- be admitted to examinations;
- obtain transfer to another degree/diploma programme;
- transfer to another university;
- obtain registration certificates;
- withdraw from the study programme in which they are enrolled..

Students who resume their studies after having interrupted them without a formal withdrawal, or having suspended them for one or more academic years are required to pay the contributions of the academic year in which they resume their studies, while for the years related to the period of interruption or suspension, they need only pay a recognition fee. Students who, on resuming their studies at the beginning of the academic year, ask to be able to take exams during the extraordinary session between January and April, normally scheduled for those who attended the previous academic year, are also required to pay an additional contribution.

As a rule, payment of all instalments must be made via the student’s personal *iCatt* webpage (approximately 20 days before the instalment deadline).

Students who enrol in the first year of a programme or who enrol in admission tests to degree programmes will have to make the payment from the Registration Portal; moreover, solely in these cases, it is also possible to pay the first instalment and the contribution of the admission test by credit card via the website of Università Cattolica.

*Bank transfer is not allowed as a means of payment.*

Already registered students will have to access their personal *iCatt* webpage to pay the first and subsequent instalments.

Arrears are due for late payment of university contributions to the extent annually established in the General Regulations for the Determination of University Contributions.

For the purposes of any future feedback, students should retain all receipts of payments made until the end of their studies.

## **RULES OF CONDUCT**

According to the provisions of the University regulations and the Code of Ethics of Università Cattolica, students are required to conduct themselves in a manner that is not detrimental to dignity and honour and does not conflict with the spirit of Università Cattolica.

In case of non-compliance, the University regulations provide for the possibility of disciplinary sanctions of various entities in relation to the seriousness of the infractions (see Art. 18 bis - *Disciplinary Powers Regarding Students*, Title I “General Rules” of the University Teaching Regulations).

The possible imposition of sanctions is ordered by the competent academic bodies on the basis of procedures that ensure the right of defence of the interested parties in keeping with the general principles in force in this matter.

## **RULES FOR MAINTAINING SAFETY AT THE UNIVERSITY: SAFETY, HEALTH AND THE ENVIRONMENT**

With regard to Safety, Health and the Environment, Università Cattolica del Sacro Cuore has as its strategic objective the protection of employees, lecturers and non-lecturers, researchers, doctoral students, trainees, scholarship holders, students and visitors, as well as the protection of the environments and assets used for the performance of its institutional activities in accordance with the provisions of its mission.

The task of all, lecturers, students and administrative staff, is to collaborate in the pursuit of the aforementioned objective, constantly verifying that the conditions necessary for the maintenance of health and safety in the workplace are met and that the procedures are known and constantly applied; alternatively, it is the task of everyone to report potentially dangerous situations, collaborating with the services responsible for the continuous improvement of the practices and procedures for carrying out institutional activities.

Students can also contribute to the improvement of safety (in compliance with current regulations) by conducting themselves in the following way:

- a. observing the provisions and instructions given for the purposes of collective and individual protection;
- b. b.using machinery, equipment, tools, substances and safety devices correctly;
- c. c.using protective equipment made available to them in an appropriate manner;
- d. d. immediately notifying the personnel in charge of any defects in vehicles and/or devices, as well as any other dangerous conditions of which they become aware, making direct efforts in an emergency, within the scope of their competences and possibilities, to eliminate or reduce these defects or dangers;
- e. e. not removing or modifying any safety, warning or monitoring devices without authorisation;
- f. f. not carrying out on their own initiative any operations or manoeuvres that are not within their competence or that may compromise their own or other people's safety;
- g. g. undergoing any required health checks for the tasks identified by the competent doctor in the health plan;
- h. h.contributing to the fulfilment of all the obligations imposed by the competent authority or, in any case, necessary to protect safety and health at the University;
- i. i. avoiding behaviour that is dangerous to oneself and others.

Some examples to help maintain safety conditions:

- in corridors, staircases and hallways  
do not run; do not deposit items that may obstruct the passage; leave the passageways and emergency exits free;
- in institutes/departments, in laboratories and in the library  
scrupulously follow the indications of the staff in charge; before using any appliance, equipment or other device, read the rules of use, instructions and safety directives; do not use one's own equipment without specific authorisation from the personnel in charge; do not carry out different activities to those that are educational or authorised;
- in the places indicated  
do not smoke or light uncovered flames;  
do not access those places with a no entry sign;
- in case of emergency  
remain calm;  
report the ongoing emergency immediately to the staff present and/or on the phone numbers indicated;  
use the firefighting safety equipment to extinguish a fire only if reasonably confident to do so (small fires) and ensure to always have a feasible and safe escape route;

- in case of evacuation  
(announced via a broadcast audio message  
or by a continuous, uninterrupted  
sound of the end-of-lecture bell)

follow the instructions provided by the emergency team personnel; do not use the lifts; get to open-air places as soon as possible following the displayed signage; go to the nearest meeting point (indicated in the charts displayed in the building); verify that all persons who were present have been able to reach a place of safety; report the case of a possible missing person to the emergency team personnel.

#### During an earthquake

- Take cover under a desk;
- shelter under the jamb of a door;
- stay away from bookshelves or furniture that may fall on you;
- stay away from windows or glass doors;
- stay inside the room until the shock wave has passed;
- if you are outdoors, get away from buildings, trees and power lines..

#### **PEOPLE UNABLE TO LEAVE THE BUILDING OR IN DIFFICULTY DURING THE EMERGENCY**

Make sure that everyone has correctly received the evacuation message and is aware of what is happening; accompany, or have accompanied, people with reduced motor or sensory abilities outside the building; if it is not possible to reach the outside of the building, transport them, while waiting for help, to a suitable place (*quiet space or safe place*), indicated on the emergency charts, or to locations not directly affected by the current emergency; report to EMERGENCY NUMBER 499 (Campus di via Trieste) 500 (Campus di via Garzetta) and/or to the emergency manager of the meeting point the presence of people with particular difficulties, or if it has not been possible to reach the meeting point, report their location or presence inside the building.

## **RESTRICTIONS**

The smoking ban applies in all offices of Università Cattolica del Sacro Cuore, within the limits and in the manner established by the relevant legislation.

## **STUDENT COLLABORATION**

If you have initiated a collaboration contract with the University, carry out the online safety training using the credentials you were provided with, take care of your safety and that of the other people present in the workplace, and always follow the instructions received from your activity points of reference.

If you think you have any health problems that may also be indirectly caused by the work activity you are carrying out, ask to arrange a meeting with the competent university doctor.

## **COVID-19 PREVENTION MEASURES**

Please see any notices published on the University website.

### Emergency Numbers

For safety alerts use the following emergency numbers:

Internal Emergency Relief	499 Campus di via Trieste 17 (030/2406499 from outside U.C. or mobile phone).
	500 Campus di via Garzetta 48 (030/2406500 from outside U.C. or mobile phone).
Vigilanza	499 Campus di via Trieste 17 (030/2406499 from outside U.C. or mobile phone).
	500 Campus di via Garzetta 48 (030/2406500 from outside U.C. or mobile phone).

For clarification or further information, please contact::

Servizio Prevenzione e Protezione: [prevenzione.protezione-bs@unicatt.it](mailto:prevenzione.protezione-bs@unicatt.it)



## UNIQUE EMERGENCY NUMBER TO ACTIVATE AN EXTERNAL RESCUE: 112

### IMPORTANTE!

#### Important!

**After calling or during the call to the unique emergency number, inform the internal rescue team to the numbers indicated above in order to coordinate and access the external rescue.**

### UNIVERSITY STAFF

The staff of Università Cattolica are at the service of the students and users of the University. The staff is committed to ensuring the best conditions so that all users can take advantage of the services and facilities of the University in the most profitable way.

The Secretarial, Library and Logistics staff, in exercising their duties within the University premises, are authorised to enforce the provisions underlying the use of university spaces and facilities.

According to Art. 47 of Royal Decree 1269/1938, all personnel – and in particular the Supervisory, Janitorial and Concierge employees – may act to prevent and inhibit any disturbance of the University's internal order. In exercising such actions, they draw up a report that also has external relevance and can be equated to the reports drawn up by officers and agents of the Police Force.

### RULES GUARANTEEING THE FUNCTIONING OF ESSENTIAL SERVICES

*(Rules governing the exercising of rights to strike in an essential public service and the protection of constitutionally protected personal rights – Laws no. 146/1990, no. 83/2000 and subsequent amendments and additions)*

Within the context of a university's educational essential services, the continuity of the following essential services must be guaranteed to ensure respect for the constitutionally protected values and rights:

- **registration for and enrolment in university programmes;**
- **final exams, graduation and state exams;**
- **final exams of the annual and/or semi-annual educational cycles;**
- **certification for participation in competitions in cases of documented urgency due to the expiry of deadlines.**

## UNIVERSITY SERVICES FOR STUDENTS

In addition to the quality and seriousness of its courses, the University – in line with its tradition of attention to the person – offers a wide range of services alongside cultural and recreational initiatives, under continuous development and improvement. This is in order to help students carry out their activities and ensure adequate assistance, particularly during the most demanding moments of their career.

### STUDENT CENTRE

The Student Service Centre (via Trieste 17, Brescia) handles the administrative management of students' careers until graduation. It is the reference structure to turn to for:

- Tuition and University fees
- Exams and graduation
- Degree curriculum
- Transfers, transfers to another course, interruption and suspension of studies.
- Certificates.

### *iCatt*

Among the services offered by the University we would like to highlight iCatt, the student's personal webpage; in this virtual space, students can find important information for their university careers and access the services offered by the University. Via the personal iCatt webpage, students can present their degree curriculum, contact the Student Centre, and access Blackboard, the virtual space from where they can retrieve the course materials uploaded directly by the lecturers.

### *iCatt is also mobile*

iCatt Mobile is the free app that Università Cattolica del Sacro Cuore (UCSC) has developed for its students in Milan, Brescia and Piacenza. It enriches the University's offer of advanced and remote services and can be downloaded from the App Store.

iCatt Mobile consists of multiple functions. Information regarding its use and functions is available on the University's website([www.unicatt.it](http://www.unicatt.it)).

On the University's website ([www.unicatt.it](http://www.unicatt.it)), each service has a substantial dedicated section for useful consultation.

These include, in brief:

- Orientation and Tutoring
- Library
- Internships and Placements
- UCSC International (*international mobility programmes for students*)
- ILAB - Centre for the Innovation and Development of the University's Educational and Technological Activities (*Blackboard and ICT courses*)
- SeLdA - University Language Service (*foreign language courses*)
- EDUCatt - Body for the right to university study of Università Cattolica del Sacro Cuore (health care, catering services, housing solutions, book loans)
- Inclusion Services, aimed at students with disabilities, with specific learning disabilities (SLD), as well as with special educational needs (SEN)
- Pastoral Centre
- Part-time collaboration of students
- “Vita e Pensiero” library
- Cultural, musical, recreational and sports activities
- Public Relations Office (PRO)

*Pubblicazione: ottobre 2024*



UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore

[www.unicatt.it](http://www.unicatt.it)

**Brescia**  
Via Trieste 17  
Via della Garzetta 48