



Dedicated guidelines for transfer from another university, transfer to another degree program within Università Cattolica, second degree and resumption of career

Faculty of ECONOMICS

Undergraduate degree program in **Economics and Management** (*class L-18*)

Academic Year 2023/2024

MILAN Campus

Program in ENGLISH language

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1. RULES AND DEADLINES FOR ADMISSION TO THE DEGREE PROGRAM

It is possible to transfer to Università Cattolica from another university, transfer to a program within Università Cattolica, enrol in a second-degree program, resume an interrupted university career, by applying for a degree program at the same or lower level as the program of origin **from 12 January and by 31 October 2023**.

Admission to the **Economics and Management** program requires passing an **admission test**. The tests and enrolment take place on the dates shown in the table below:

Table 1

ADMISSION TEST* SESSION	REGISTRATION	PUBLICATION OF RESULTS
2 – 3 – 4 February 2023	from 12 January 2023 to 25 January 2023	from 10 February 2023 3:00 p.m.
30 – 31 March and 1st April 2023	from 21 February 2023 to 22 March 2023	from 11 April 2023 3:00 p.m.
30 May 2023	from 26 April 2023 to 24 May 2023	from 8 June 2023 3:00 p.m.
18 July 2023	from 20 June 2023 to 12 July 2023	from 25 July 2023 3:00 p.m.
12 September 2023	From 25 July 2023 to 06 September 2023	From 18 September 2023 3:00 p.m.
26 September 2023	From 07 September to 20 September 2023	From 02 October 2023 3:00 p.m.

**Admission tests, on the dates following the first session shall be carried out only if places are still available.*

For more information about the admission test and obtaining eligibility, please see the **Program Admission Procedures** at the following link: <https://www.unicatt.it/corsi/economics-and-management-milano-admissions-and-applications>



Only candidates who have passed one of the following exams in English (for at least 8 ECTS) are exempt from taking the admission test:

- Principles of management
(ssd: SECS-P/07);
- Microeconomics
(ssd: SECS-P/01);
- Principles of law
(ssd: IUS/01 and/or IUS/04);
- Mathematics
(ssd: SECS-S/06 and/or MAT/05).

Transfers from other Universities, transfers from programs within Università Cattolica, second degrees or resumption of careers from **Italian degree programs taught in English** are accepted.

Candidates with a foreign high school diploma or a foreign academic career, must view the pertaining deadlines and procedures at the link <https://international.unicatt.it/> and contact the International Admissions Office (international.admissions@unicatt.it) for more information.

2. APPLICATION FOR ADMISSION TO THE PROGRAM AND PLACE RESERVATION

To submit an application for admission (application for enrolment) to the **Economics and Management** program, you must use the [Enrolment Portal](#).

After having passed the admission test or one of the exams included in the test exemption list, you must submit the Application Form via the Enrolment Portal, starting from 10th February 2023 and no later than 31st October 2023.

The place is reserved after making the necessary payments (first instalment and secretarial fees) and when the documentation submitted is validated by the Student Services Centre.

Applications from eligible first-year candidates are accepted in chronological order until all places available have been taken.

In order to learn the procedures for the use of the Enrolment Portal, see the Enrolment Portal User guides at the links below:

- Transfer from another university: <https://studenticattolica.unicatt.it/studenti-corsi-e-carriera-trasferimenti>
- Transfer from another degree program: <https://studenticattolica.unicatt.it/studenti-corsi-e-carriera-passaggio-interno-di-corso-di-laurea>
- Second degree and career resumption: <https://studenticattolica.unicatt.it/studenti-corsi-e-carriera-seconde-lauree-ripresa-carriera>



3. EXAM VALIDATION AND COMPLETION OF THE PROCEDURE

After reserving a place, the competent Teaching Unit assesses the student's previous university career in order to recognise examinations for the new degree program. The Student Services Centre communicates the outcome of the assessment with the Letter of Resolution on the Enrolment Portal. The Letter of Resolution indicates the year of admission and the validated exams.

For admission to any year after the first are necessary:

- At least 40 ECTS validated for admission to the 2nd year of the program.
- At least 80 ECTS validated for admission to the 3rd year of the program.

Candidates admitted to a year subsequent to their first year must sit all the examinations included in their study plan, including any examinations not taken/validated relating to years prior to the year of enrolment.

All students with a previous academic career will benefit from ad hoc deadlines for the submission of the Study Plan, which will allow it to be processed in the 10 days immediately following the completion of registration / enrolment.

Further specific indications for Transfer from another University and Transfer from other programs within Università Cattolica are given below.

3.1. SPECIFICATIONS FOR TRANSFER FROM ANOTHER UNIVERSITY

After reserving a place, it is possible to sit further examinations until the start of the transfer procedure at the university of origin. It is advisable to respect the deadlines set by both universities.

Candidates coming from another university are asked to provide a copy of their course programs in PDF format, to domanda.istruttoria-mi@unicatt.it, indicating in the subject of the email Faculty and Degree Course. Course Programs must contain information regarding the details of the topics, the bibliography and the reference teachers.

The competent Teaching Unit will assess the examinations taken and recorded only after having received the Leave of Absence form from the university of origin.

3.2. SPECIFICATIONS FOR TRANSFER FROM A PROGRAM WITHIN UNIVERSITÀ CATTOLICA

After reserving a place, it is possible to sit other examinations of the program of origin until the start of the Transfer procedure, which takes place by clicking on the function "**Proceed with the transfer**" in the Enrolment Portal.

The competent Teaching Unit will only assess exams that have been taken and recorded before the start of the Transfer procedure.



3.3. SPECIFICATIONS FOR SECOND DEGREE

To enrol for a second degree, the latest degree must be obtained by **31 december 2023**.

4. CANDIDATES WITH DISABILITIES OR WITH SPECIFIC LEARNING DISORDERS (SLD)

Candidates with disabilities or with specific learning disorders (SLD) who must sit the admission test are required, **by the dates indicated below in "Deadline for submitting documentation"**, to send by email to the [Services for the integration of students with disabilities and SLD](#) of the Milan office

1. the disability report or the certificate relating to SLD in **a single pdf file**;
2. the "Form requesting compensatory measures and authorisation to process data for candidates with disabilities or Specific Learning Disorders (SLD)" which can be downloaded [here](#) and also available in the "Admission and enrolment" section of the program page.

Table 2

ADMISSION TEST SESSION*	2 – 3 – 4 FEBRUARY 2023	30 – 31 MARCH AND 1 ST APRIL 2023	30 MAY 2023	18 JULY 2023	12 SEPTEMBER 2023	26 SEPTEMBER 2023
DEADLINE FOR SUBMITTING DOCUMENTATION	By 25 January 2023	By 22 March 2023	By 24 May 2023	By 12 July 2023	By 06 September 2023	By 20 September 2023

* Admission tests, on the dates following the first session, shall be carried out only if places are still available.

It should also be noted that:

- submitting the documentation is not equivalent to the registration to the test, which must in any case be made through the Enrolment Portal.
- documents submitted after the dates indicated will not be taken into consideration.
- in the event of a negative result of the test and subsequent repetition of the same, it will be necessary to contact the offices again in order to have any necessary compensatory instruments available.

For further information you can contact the [Disability and SLD Services office](#).

More information about the program can be found [here](#):

<https://www.unicatt.it/corsi/economics-and-management-milano-admissions-and-applications>

5. VERIFICATION OF INITIAL PREPARATION (VPI)

The admission test includes the Verification of Initial Preparation (VPI).

Candidates **scoring between 4 and 6** in the Mathematics subject area **will be required to** take an **OFA** (Additional Educational Obligation) consisting and coinciding in a preliminary course in Mathematics. It is compulsory to attend this course and pass the final examination within the



first year of the programme. In the event of failure, the student will be enrolled in the first year as a repeating student.

Candidates who transfer from another university, change programme within Università Cattolica, take a second degree or resume their university career and are exempt from the admission test, upon passing one of the four exams listed in paragraph 1, are automatically recognised as having passed the initial admission test and, as a result, no OFA will be assigned.

6. CONTACTS

For more general information, please refer to:

- [iCatt](http://icatt.unicatt.it) at the link <http://icatt.unicatt.it> "Information Request" section, for **candidates from Università Cattolica**.
- <https://www.unicatt.eu/enrolment-enrolling-in-the-undergraduate-or-integrated-degree-programs> for **candidates from other universities**.

Should you need help in using the Enrolment Portal, you can use the "Support" button within the same Portal.