



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

Interfaculty of BANKING, FINANCE AND INSURANCE SCIENCES – ECONOMICS AND LAW

Undergraduate degree programme in **Business and Finance** (*class L-18*)

Profile **FINANCE**

Academic Year 2024/2025

Brescia Campus

Programme delivered in ENGLISH

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1. RULES AND DEADLINES FOR ADMISSION TO THE DEGREE PROGRAM

Candidates can transfer to Università Cattolica, transfer to another degree programme, enrol in a second degree programme, resume their university career, apply for a degree programme at the same level or below the level of the programme of origin.

Admission to the undergraduate degree programme in **Business and Finance** for the academic year 2024/2025, for candidates with a high school diploma, will take place in two different ways:

- Merit ranking for candidates with a high school diploma grade $\geq 70/100$ (42/60).
- Merit ranking for all candidates with a high school diploma.

Below are the deadlines specific for each kind of admission procedure:

MERIT RANKING

Application: from 2 May to 13 July 2024

Ranking publication: 19 June 2024

Place reservation: from 19 June to 25 June 2024*.

MERIT RANKING**

Application: from 15 July to 20 August 2024

Ranking publication: 23 August 2024

Place reservation: from 23 August to 28 September 2024*.

**In the event of places still available at the end of the place reservation period, a second call will be made following any waiting list.*

*** the second ranking will only be drafted if places are available at the end of the first call*

For more information on the admission test and eligibility, please refer to the **admission procedures** at the following [link](#):

<https://www.unicatt.it/corsi/Business-and-Finance-brescia.html#accordion-b582a53fd2-item-2ef6a014f1>.

Notes: In order to submit the application to the undergraduate degree programme in **Business and Finance**, candidates must have an adequate level of English.

Applicants with a foreign qualification and/or foreign academic background should refer to the relevant deadlines and procedures in section 6 APPLICANTS WITH INTERNATIONAL STUDY BACKGROUND.



2. APPLICATION FOR ADMISSION TO THE DEGREE PROGRAM

To apply for admission (application for enrolment) to the undergraduate degree programme in **Business and Finance**, candidates must use the [Enrolment Portal](#).

The application for transfer from another university, transfer to a programme within Università Cattolica, second degree or resumption of career must be uploaded onto the Enrolment Portal, according to the place reservation deadlines published in the notices dedicated to candidates admitted to the ranking, in the RANKINGS section of the [program page](#).

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.

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 programme: <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 validate exams for the new degree programme. Candidates coming from another university may be asked to provide a copy of their course programmes in PDF format, to domanda.istruttoria-bs@unicatt.it, indicating in the subject of the email Faculty and Degree Programme. Course Programmes must contain information regarding the details of the topics, the bibliography and the reference lecturers/professors. The Student Services communicate the outcome of the assessment with the Letter of Approval on the Enrolment Portal. The Letter of Approval indicates the year of admission and the exams validated.

Currently, only the 1st year of the programme is active, therefore admissions are allowed only to the 1st year.

Only the exams taken in English are validated.

Further specific indications for Transfer from another University, Transfer within Università Cattolica and Second-Degree programmes are given below.

3.1. SPECIFICATIONS FOR TRANSFER FROM ANOTHER UNIVERSITY

After reserving a place, candidates can sit further exams until the start of the transfer procedure at the university of origin. Please respect the deadlines set by both universities.



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

3.2. SPECIFICATIONS FOR TRANSFER WITHIN UNIVERSITÀ CATTOLICA

After reserving a place, candidates can sit other exams of the programme of origin until the start of the Transfer procedure, which takes place by clicking on the "**Proceed with the transfer**" function in the Enrolment Portal **from 11 October and by 31 October 2024.**

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 undergraduate degree and/or graduate degree and 1st and 2nd level specialising Master's must be obtained by **31 December 2024.**

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

Candidates with disabilities or specific learning disorders (SLD) must upload, in the specific section of their account in the Enrolment Portal, the disability report or the certificate relating to SLD.

For further information, candidates can contact the [Services for Inclusion](#).

Further information on the programme is available at the following [link](#):

<https://www.unicatt.it/corsi/Business-and-Finance-brescia.html#accordion-b582a53fd2-item-2ef6a014f1>.

5. VERIFICATION OF INITIAL PREPARATION (VPI)

The Verification of Initial Preparation (VPI) is a compulsory test for all students enrolled in the first year of the undergraduate programme in Business and Finance, regardless of their secondary school leaving qualification.

The test takes place online in English and lasts **45 minutes**. It consists of 20 questions in two subject areas:

- 5 reading comprehension questions (including logic)
- 15 questions on mathematics.

Students have only one attempt.



The date of the test is automatically assigned upon enrolment and is published in your personal iCatt page, 'Online secretariat' - 'Appointments' area. The date can be changed, only once, up to 8 days before the set test date.

The test is passed with at least 50% plus one correct answer for each subject area. If this is not the case, Additional Training Obligations (OFA) will be assigned for Reading comprehension (and logic) and for Mathematics.

Candidates must attend at least 70% of the Additional Training Obligations lessons and take and pass the compulsory final exam within the first year of the programme. In the event of failure, students will be enrolled in the 1st year as a repeating student.

For candidates transferring from another university, transferring to another programme within Università Cattolica, taking a second degree or resuming their university career, admission to a year subsequent to the first will, if they have been considered eligible for admission, in any case certify that they have passed the initial preparation test and, as a result, no OFA will be assigned.

6. CANDIDATES WITH AN INTERNATIONAL STUDY BACKGROUND

Applicants with a **diploma** obtained at an **Italian secondary school** and with a university career underway, interrupted or completed at a **foreign university**, before opening an application for admission via the Enrolment Portal, are required to contact, by **30 June 2024**, the International Admissions Office at international.admissions@unicatt.it, sending:

- the official certificate of the exams taken with an indication of the marks obtained and the associated ECTS and their legend;
- the programmes of the courses taken;
- the certificate indicating the language of the degree programme;

to check whether any of the exams taken during the foreign pathway include validated programmes.

Candidates with a **diploma** obtained at a **foreign secondary school** and with a **university career** in progress, interrupted or completed at **Università Cattolica** or at another **Italian university** must follow the procedures set out above.

Candidates with a diploma obtained at a **foreign secondary school** and with a **university career** in progress, interrupted or completed at a **foreign university** must follow the procedures indicated at <https://international.unicatt.it/>.

7. CONTACTS

For more general information, please refer to the following contacts:

- **iCatt** 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**.



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- Candidates who may need help in using the Enrolment Portal can use the "Support" button within the same Portal.