



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

Faculty of POLITICAL AND SOCIAL SCIENCES

Undergraduate programme in **Political Sciences and International Relations** (Class L-36)

Profile **INTERNATIONAL RELATIONS AND GLOBAL AFFAIRS**

Academic Year 2023/2024

Campus of Milan

Programme in ENGLISH language

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1. RULES AND DEADLINES FOR ADMISSION TO THE DEGREE PROGRAMME

It is possible to transfer to Università Cattolica from another university, transfer to a programme within Università Cattolica, enrol in a second degree programme, resume an interrupted university career, by applying for a degree programme at or below the level of the programme of origin, **from 03 April 2023 to 31st October 2023.**

Admission to the **International relations and Global Affairs** profile of the undergraduate degree programme in Political Sciences and International Relations takes place in two ways depending on the year of admission:

- for 1st year admissions: **merit ranking**, after passing an **admission test**;
- for admissions to 2nd or 3rd year: **chronological order** until all available places have been filled.

There are:

- **75 places available in the first year, 55 of which are reserved for candidates with foreign qualifications** (considering both first year enrolments and enrolments following transfer from another university, change of programme within Università Cattolica, second degree or resumption of career)
- **7 places available in the 2nd year**
- **18 places available in the 3rd year**

The number of places for the 2nd and 3rd year is determined on the basis of students enrolled on 31 January 2023. A specific notice in the appropriate [section](#) of the programme page will be released in case of increased availability of places.

In order to enrol for the programme in Political Sciences and International Relations - profile in International Relations and Global Affairs, it is necessary to have an adequate level of English, at least B2.

For more information about the language requirement, please refer to the **Programme Admission Procedures** at the following [link](#):

<https://www.unicatt.it/corsi/triennale/international-relations-and-global-affairs--irga-milano/admissions-and-enrolment.html>

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. RECOGNITION OF EXAMINATIONS AND CONCLUSION OF THE PROCEDURE

For the admission to the years following the first, are required:

- At least 30 ECTS validated for admission to the 2nd year of the programme;
- At least 60 ECTS validated and the enrolment for at least 2 years as students in a programme for admission to the 3rd year of the programme.



Only examinations taken in English are validated.

Candidates admitted to a year subsequent to the first year are obliged to sit all the examinations included in the study plan, including any untaken/validated examinations relating to years prior to the year of enrolment.

Transfers from another university, programme transfers within Università Cattolica, second degrees or resumption of careers also from **Italian** degree programmes **taught in English** are accepted.

3. ADMISSION TO THE 1ST YEAR: APPLICATION FOR ADMISSION AND PLACE RESERVATION

Candidates with validated examinations totalling less than 30 ECTS must take an *admission test* and participate in a *ranking list*. They can apply for admission via the Enrolment Portal from **03 April 2023 at 15.00**.

The timeframe for registration for the admission test and for the publication of the ranking list is shown in the table below:

SESSION*	PERIOD FOR REGISTRATION FOR THE ADMISSION TEST	ADMISSION TEST SESSION	PUBLICATION DATES OF THE RANKING LIST	PLACE RESERVATION
1 st SESSION	From 15.00 on 03 April 2023 23:59 on 10 May 2023	18 May 2023	29 May 2023	04 June 2023
2 nd SESSION	From 15.00 on 20 June 2023 23:59 on 19 July 2023	26 July 2023	01 August 2023	20 August 2023
3 rd SESSION	From 15.00 on 03 August 2023 23:59 on 14 September 2023	21 September 2023	27 September 2023	01 October 2023

* Admission tests and rankings, in the sessions following the first, are only carried out if there are still places available

Once the candidate has passed the examination, if he/she is admitted to the degree programme, the competent teaching structure evaluates their previous university career for the purpose of recognising exams for the new degree programme.

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.

After reserving the place, the Student Services Centre communicates the year of admission and the examinations validated with the Letter of Decision in the Enrolment Portal.

PLEASE NOTE: no further applications can be accepted in the event that places in the first year have all been filled.



For more information about the admission test and the ranking list, please refer to the **Programme Admission Procedures** at the following [link](#):

<https://www.unicatt.it/corsi/triennale/international-relations-and-global-affairs--irga-milano/admissions-and-enrolment.html>

To find out how to use the Enrolment Portal, please see the Enrolment Portal Guides at the following links:

- Transfer from another university <https://studenticattolica.unicatt.it/studenti-corsi-e-carriera-trasferimenti>
- Transfer to another degree programme within Università Cattolica <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>

4. ADMISSION TO 2ND OR 3RD YEAR: APPLICATION AND PLACE RESERVATION

Candidates with validated examinations totalling 30 ECTS or more may apply for admission, in *chronological order*, via the Enrolment Portal from **03 April 2023** and no later than **31 October 2023**, subject to availability of places.

The application is assessed by the competent teaching structure, which verifies the previous university career for the purpose of recognising the examinations and allocating the year of admission. The application is assessed within a maximum of ten days (excluding August).

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 candidates eligible for the programme will be accepted until all places have been filled.

After reserving the place The Student Services Centre communicates the year of admission and the examinations validated with the Letter of Decision in the Enrolment Portal.

To find out how to use the Enrolment Portal, please see the Enrolment Portal Guides at the following links:

- Transfer from another university <https://studenticattolica.unicatt.it/studenti-corsi-e-carriera-trasferimenti>
- Transfer to another degree programme within Università Cattolica <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>



5. SPECIFICATIONS FOR TRANSFER FROM ANOTHER UNIVERSITY, PROGRAMME TRANSFER WITHIN UNIVERSITÀ CATTOLICA AND SECOND DEGREE

Further specific indications for transferring from another university and changing programme within Università Cattolica are given below

5.1. 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 recommended to respect the deadlines set by both universities.

The competent teaching structure will assess the examinations taken and recorded only after receiving the Leave of Absence form from the university of origin.

5.2. SPECIFICATIONS FOR TRANSFER FROM A PROGRAMME WITHIN UNIVERSITÀ CATTOLICA

After reserving a place, it is possible to take other examinations in the programme of origin until the start of the transfer procedure, which is done by clicking the "**Proceed with transfer**" button in the Enrolment Portal.

The competent teaching structure will only assess examinations that have been taken and recorded up to the start of the Transfer procedure.

5.3. SPECIFICATIONS FOR SECOND DEGREE

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

6. CANDIDATES WITH DISABILITIES OR WITH SPECIFIC LEARNING DISORDERS OF LEARNING (SLD)

Candidates with disabilities or with specific learning disorders (SLD) are required to

1. upload in the appropriate section of the profile in the Enrolment Portal, the disability report or certificate relating to SLD;
2. send, if they intend to request compensatory measures for verification, an email to segreteria.disabili@unicatt.it or segreteria.dsa@unicatt.it **by the dates indicated below**, enclosing 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 "Ammissione e iscrizione" (Admission and enrolment) section of the programme page.



Table 1

	1st session	2nd session	3rd session
DATE OF ADMISSION TEST*	18 May 2023	26 July 2023	21 September 2023
DEADLINE FOR SENDING AN E-MAIL WITH THE REQUEST FORM FOR COMPENSATORY MEASURES	10 May 2023	19 July 2023	14 September 2023

* Admission tests and rankings, in the sessions following the first one, are carried out only if there are still places available.

It should also be noted that:

- registration for the test must necessarily be carried out via the [Enrolment Portal](#);
- any "Request for compensatory measures form" sent after the deadline will not be taken into account;
- candidates are asked to select the first available sessions of the day in order to be able to properly manage the compensatory tools assigned.

For further information please contact the [Services for the integration of students with disabilities and with DSA](#) office.

Additional information on the programme are available at the following [link](#):

<https://www.unicatt.it/corsi/triennale/international-relations-and-global-affairs--irga-milano/admissions-and-enrolment.html>

7. VERIFICATION OF INITIAL PREPARATION

Candidates who achieve a score of at least 16/30 in the admission test will pass the Verification of Initial Preparation (VPI).

Candidates who score less than 16/30 in the admission test are given an OFA (Additional Educational Obligation) in *English Reading Comprehension and Logic*. The OFA consists of a course with compulsory attendance and a final skills test. The course and the test must be passed within the first year of the programme. In the event of non-attendance of the OFA course or failure of the examination, the student will be enrolled in the 1st year as a repeating student.

In the case of OFAs, candidates will be notified after enrolment via their personal iCatt page.

Candidates transferring from another university, changing course within Università Cattolica, taking a second degree or resuming their university career and are admitted to a year following the first are considered OFA exempt. They will therefore not be assigned OFAs.



8. CONTACTS

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

- [iCatt](http://icatt.unicatt.it) at <http://icatt.unicatt.it> "Information Request" section, for **candidates from Università Cattolica**
- visit <https://www.unicatt.it/richiesta-informazioni-lauree-triennali> if you are a candidate from another university
- if you need support in using the Enrolment Portal, you can use the "Assistenza" button in the Enrolment Portal.