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

Faculty of PSYCHOLOGY

Undergraduate degree program in **Psychological Sciences and Techniques** *(classe L-24)*

*Profile* **PSYCHOLOGY**

Academic Year 2023/2024

MILAN Campus

Program in ENGLISH language

## Contents

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 from **03 May and by 13 July 2023.**

Admission to the **Psychology** profile of the **Psychological Sciences and Techniques** program for the academic year 2023/2024 entails passing a test and the establishment of a ranking, according to the deadlines in Table 1:

*Table 1*

| ADMISSION TEST* SESSION | REGISTRATION | RANKING PUBLICATION |
|---|---|---|
| **20 July 2023** | from 03 May 2023 to 13 July 2023 | 27 July 2023 |

For more information on the admission test and eligibility, please refer to the **Program Admission Procedures** at the following link:

https://www.unicatt.it/corsi/triennale/psychology-milano/admissions-and-enrolment.html

**WARNING:** In order to apply for the profile in **Psychology** of the three-year degree program in **Psychological Sciences and Techniques**, an adequate English level is required.

For more information on the application procedure and knowledge of English language candidates are asked to carefully read the admission procedures at the following link:
https://www.unicatt.it/corsi/triennale/psychology-milano/admissions-and-enrolment.html

**There are:**

- **77 places in the 1st year, 40 of which are reserved for candidates with foreign qualifications** (considering both first-year enrolments and enrolments for transfer from another university, change of programme within Università Cattolica, second degree or resumption of career)

- **7 places in the 2nd year**

The number of places for the 2nd 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.

There is no admission to the 3rd year of the program.

Candidates with a foreign high school diploma or a foreign academic career, must view the 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 **Psychology** profile of the **Psychological Sciences and Techniques** degree program you must use the [Enrolment Portal](#).

After having passed the admission test and having been admitted to the ranking list, you must submit the Application Form via the Enrolment Portal in accordance with the place reservation deadlines published in the special notices for candidates admitted to the ranking list, in the RANKINGS AND WAITING LISTS section of the [programme 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 Centre.**

The matriculation or enrolment procedure must be completed within **15 days** after receipt of the letter of resolution.

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](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](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](https://studenticattolica.unicatt.it/studenti-corsi-e-carriera-seconde-lauree-ripresa-carriera)

Candidates who meet the requirements for admission to the 2nd year will be admitted according to the order of the ranking list until the places provided for the year in question have been filled. In the event that places for the year in question have all been filled, candidates will be offered a reserve place in the lower programme year with available places, until all places are filled.

**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 the 2nd year are necessary:

- at least 30 validated credits of which at least 24 in the following scientific sectors: M-PSI/01, M-PSI/02, M-PSI/03, M-PSI/04, M-PSI/05, M-PSI/06, M-PSI/07, M-PSI/08 - BIO/10 and BIO/18, taken and recorded by **20 July 2023**.

A maximum of 80 credits may be validated and there is no admission to the 3rd year of the program.

Transfers from other universities, transfers from other degree programs within Università Cattolica and career resumptions are allowed from degree programs taught in Italian but only exams taken in English can be validated.

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.

Please find below other specific indications for Transfer from another University and Transfer of internal and second degree programs and career resumption at Università Cattolica.

### 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.

**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.**

Candidates who have passed the admission test and have been admitted in the ranking list who do not meet one or more of the requirements for admission to the 2nd year are admitted to the 1st year, if there are still places available.

### 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.**

#### 3.2.1 CHANGE PROFILE

Changes of profile from the degree course in Psychological Sciences and Techniques to the Psychology profile are not permitted.

### 3.3 SPECIFICATIONS FOR SECOND DEGREE

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

It is also possible to enrol as a second degree having obtained a degree from a degree program taught in Italian, but only exams taken in English are validated.

## 4. CRITERIA FOR THE VALIDATION OF EXAMINATIONS

For the validation of examinations, the Faculty of Psychology Committee has established the following criteria:

1) Only exams in English can be validated.
2) Examinations in the **scientific-disciplinary sectors M-PSI/01, M-PSI/02, M-PSI/03, M-PSI/04, M-PSI/05, M-PSI/06, M-PSI/07, M-PSI/08 taken more than 10 years** before the request will **not** be validated, even in the case of examinations subsequently validated by another University or Faculty.
3) Examinations in all the other scientific-disciplinary sectors, other than M-PSI, may be recognised **even if taken in English more than 10 years before the request**. For the validation, **it is necessary to verify the congruity of the programs of the exams taken with the courses activated within the Psychology profile of the degree program in Psychological Sciences and Techniques.**
4) Examinations with the same name as those foreseen in the study plan can **only be validated if they have the same or a higher number of credits.** Examinations with a number of credits lower than those attributed to the courses activated in the Psychology profile of the degree course in Psychological Sciences and Techniques of this University cannot be validated.
5) If the exams do not have the same name, validation may be requested, subject to verification of the congruence of the program and only if they belong to the same scientific-disciplinary sector or to a related sector as the exam for which validation is requested. The congruence of the syllabus is established by the Study Plans Committee and the presentation of the examination syllabus signed by the professor/lecturer or the Dean of the Faculty of origin is required.
6) As far as language skills are concerned, only English language examinations may be recognised, even if the number of credits is lower than the number foreseen in the study plan, provided that the syllabus presented is congruent. If the student has obtained international certifications, this verification will be carried out by the SeLdA advisory board.

## 5. 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** | **20 July 2023** |
| **DEADLINE FOR SUBMITTING DOCUMENTATION** | 06 July 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.

For further information you can contact the Services at: segreteria.disabili@unicatt.it; segreteria.dsa@unicatt.it: tel. 027234.3851.

More information about the program can be found at the following link:

https://www.unicatt.it/corsi/triennale/psychology-milano/admissions-and-enrolment.html

## 6. VERIFICATION OF INITIAL PREPARATION (VPI)

The Verification of Initial Preparation (VPI) is passed by candidates who achieve a score of at least 6/12 in the second part of the admission test.

Candidates who score less than 6/12 in the second part of the admission test are awarded an OFA (Additional Educational Obligation) in Reading comprehension (and logic).

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

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 following the first year will in any case certify that they have passed the initial preparation test and, as a result, no OFA will be assigned.

## 7. CONTACTS

For more general information, please refer to:

- 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.**
- Should you need help in using the Enrolment Portal, you can use the "Support service to enrol" button within the same Portal.