



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 2022/2023 – 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 15 November 2022**.

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
3 - 4 - 5 February 2022	from 12 January 2022 to 26 January 2022	from 10 February 2022 3:00 p.m.
1 - 2 - 4 - 5 April 2022	from 14 February 2022 to 24 March 2022	from 11 April 2022 3:00 p.m.
30 - 31 May 2022 and 1st June 2022	from 21 April 2022 to 23 May 2022	from 9 June 2022 3:00 p.m.
20 - 21 July 2022	from 31 May 2022 to 12 July 2022	from 27 July 2022 3:00 p.m.
6 September 2022	From 29 July to 29 August 2022	From 9 September 2022 3:00 p.m.
20 September 2022	From 30 August to 14 September 2022	From 23 September 2022 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): <https://www.unicatt.it/corsi/economics-and-management-milano-admissions-and-applications>



Only candidates who have passed one of the following exams (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 – IUS/04);
- Mathematics (ssd: SECS-S/06/ MAT/05).

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

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 and the receipts for payments made to reserve the place (first instalment of university fees and secretarial fees) via the Enrolment Portal, starting from 10th February 2022 and no later than 15th November 2022.

The place is reserved 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 FOR TRANSFER FROM ANOTHER UNIVERSITY, TRANSFER FROM ANOTHER PROGRAM WITHIN UNIVERSITÀ CATTOLICA, SECOND DEGREE AND RESUMPTION OF CAREER

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 (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.

Candidates coming from another university are asked to provide a copy of their course programs in PDF format.

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) in time to activate the procedures of the courses Enrolment portal.

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

3.1.1. 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.

3.1.2. 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.

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*	3 - 4 - 5 February 2022	1 - 2 - 4 - 5 April 2022	30 - 31 May and 1st June 2022	20 - 21 July 2022	6 September 2022	20 September 2022
DEADLINE FOR SUBMITTING DOCUMENTATION	by 23 January 2022	by 20 March 2022	by 22 May 2022	by 10 July 2022	by 21 August 2022	by 11 September 2022

* 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 Services at: segreteria.disabili@unicatt.it; segreteria.dsa@unicatt.it; tel. 027234.3851.

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

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

5. 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.