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 **Communication and Society** *(Classe L-20)*

Profile **COMMUNICATION MANAGEMENT**

Academic Year 2022/2023 - Campus of Milan

Programme in ENGLISH language

Contents

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 04 April 2022 to 14 September 2022.**

Admission to the **Communication Management** profile for the undergraduate programme in Communication and Society is based on a **merit list**, after passing an **admission test**. The timetable for registration for the test and for the publication of the ranking list is set out in the following table:

Table 1

SESSION*	Period for registration for the ADMISSION test**	ADMISSION TEST SESSION	PUBLICATION DATES OF THE RANKING LIST	Place RESERVATION
1ST SESSION	From 15.00 on **04 April 2022** 23:59 on**11 May 2022**	**19 May 2022**	**30 May 2022**	**02 June 2022**
2ND SESSION	From **15**.00 on **20 June 2022** 23:59 on**11 July 2022**	**18 - 19 July 2022**	**26 July 2022**	**31 July 2022**
3RD SESSION	From 15.00 on **02 August 2022** 23:59 on **14 September 2022**	**22 - 23 September 2022**	**30 September 2022**	**03 October 2022**

* Admission tests and rankings, in the sessions following the first, are only carried out if there are still places available for the 1st and/or 2nd year (see section 7).
** Candidates with disabilities or specific learning disorders (SLD) should check the deadlines in section 6.

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/communication-management-milano-admissions-and-enrolment

Candidates with validated examinations totalling 50 ECTS or more are exempt from the admission test. Such candidates may apply by **15 November 2022**.

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

2. **APPLICATION FOR ADMISSION TO THE PROGRAMME AND PLACE RESERVATION**

To apply for admission (application for admission) to the **Communication management** profile you must use the [Enrolment Portal](#).

Once you have passed the admission test and have been admitted to the ranking list or have obtained at least 50 validated ECTS for exemption from the test, you must submit the Application Form and the receipts for the payments made to reserve your place (first instalment of university fees and secretarial fees) via the Enrolment Portal.
The place is reserved 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.

There are:

- **60 places available in the first year, 40 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)

- **9 places available in the 2nd year**

- **8 places available in the 3rd year**

Applications from candidates eligible for the programme will be accepted in chronological order until all places have been filled.

ATTENTION: If there are no more places available for the year in question, candidates may be offered a reserve place in the lower year of the programme with available places, until all the places available have been filled.

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

3. **RECOGNITION OF EXAMINATIONS AND CONCLUSION OF THE PROCEDURE FOR TRANSFER FROM ANOTHER UNIVERSITY, TRANSFER TO ANOTHER DEGREE PROGRAMME WITHIN UNIVERSITÀ CATTOLICA, SECOND DEGREE AND RESUMPTION OF CAREER**

After reserving the place, the competent teaching structure evaluates the previous university career for the purpose of recognising exams for the new degree programme. The Student Services Centre communicates the outcome of the assessment (Letter of Decision) in the Enrolment Portal. The Letter of Decision indicates the year of admission and the examinations validated.

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

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- 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.

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.

Applicants with a foreign diploma or foreign academic background should view the procedures at https://international.unicatt.it/ and contact the International Admissions Office (international.admissions@unicatt.it) in time to activate the procedures of the Programme Enrolment Portal.

Further specific instructions for transferring from another university and changing programme 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 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.

3.1.2. 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.

4. 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 2

	1st session	2nd session	3rd session
DATE OF ADMISSION TEST*	**19 May 2022**	**18– 19 July 2022**	**22– 23 September 2022**
DEADLINE FOR SENDING AN E-MAIL WITH THE REQUEST FORM FOR COMPENSATORY MEASURES	08 May 2022	03 July 2022	11 September 2022

* Admission tests and rankings, in the sessions following the first one, are carried out only if there are still places available for the 1st and/or 2nd year.

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/communication-management-milano-admissions-and-enrolment

5. CONTACTS

For more general information, please refer to the following contacts:
- iCatt at http://icatt.unicatt.it "Information Request" section, for **candidates from Università Cattolica**
- visit https://www.unicatt.it/richiesta-informazioni-lauree-triennali if your are a candidate from another university
- if you need support in using the Enrolment Portal, you can use the "Assistenza corsi di laurea" button in the Enrolment Portal.