



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*)

Academic Year 2025/2026

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 2025/2026, 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:

Table 1

MODALITIES*	DEADLINES FOR APPLICATIONS	PUBLICATION DATE OF THE RANKING LIST	DEADLINE FOR PLACE RESERVATION
3rd modality <u>Merit list</u> for candidates enrolled in the last year of secondary school with a grade point average in the penultimate year of secondary school $\geq 7/10$ and for candidates with a secondary school diploma $\geq 70/100$ (42/60)	From 3:00 pm on 7 April 2025 to 11:59 pm on 13 May 2025	19 May 2025	26 May 2025
4th modality <u>Merit list</u> for all candidates with a secondary school diploma	From 3:00 pm on 17 June 2025 to 11:59 pm on 21 July 2025	25 July 2025	30 July 2025

**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 ranking for the 4th modality will only be drafted if places are available.*

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

<https://www.unicatt.it/corsi/triennale/business-and-finance-brescia/admissions-and-enrolment.html>.

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.



On 10 February 2025, a notice was published on the programme page showing the number of places available for the 2nd year. This is determined on the basis of students enrolled on 31 January 2025. If more places become available after that date, a further notice will be published in the appropriate section of the course page.

2. APPLICATION FOR ADMISSION TO THE DEGREE PROGRAM

To apply for admission (application for enrolment) to the **Business and Finance** degree programme, 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 AND WAITING LISTS 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.

In the academic year 2025/2026, the 1st and 2nd years of the degree course in **Business and Finance** are activated. Admission to the 3rd year is therefore not possible.

At least **40 validated CFU** are required for admission to the **2nd year** of the programme.

Only the exams taken at degree courses taught in English are validated.

Candidates admitted to a year subsequent to the first must sit all the exams outlined in the study plan, including any untaken/validated exams relating to years prior to the year of enrolment



All students with a previous academic career will benefit from ad hoc deadlines for the submission of the Study Plan and the tax return, which will allow it to be processed in the 10 days immediately following the completion of registration / enrolment.

PLEASE NOTE: exams taken in specialising university master's won't be recognised

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 1st October and by 31 October 2025**.

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 2025**.

4. 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 degree 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, logic and economic culture questions;
- 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%+1 correct answer for each subject area. If this is not the case, Additional Training Obligations (OFAs) will be assigned for Reading comprehension (and logic) and for Mathematics.

Students must attend at least 70% of the Additional Training Obligations lessons and take and pass the compulsory final examination within the first year of the programme. In the event of failure, students will be enrolled in the first 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.

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

Candidates with disabilities or specific learning disorders (DSA) must:

- upload, in the specific-section of their account in the Enrolment Portal, the disability report or the certificate relating to SLD;
- send an email to servizi.inclusione-bs@unicatt.it or servizi.dsabes-bs@unicatt.it, to request compensatory measures for the Verification of Initial Preparation (VPI) test, upload the documentation as indicated in point 1, at least 7 days before the date of the assigned test, attaching the "Form requesting compensatory measures and authorisation to process data for candidates with disabilities or Specific Learning Disorders (SLD)" duly completed. The form can be downloaded here and in the "Admissions and Enrolment" section of the programme page.

Please also note that requests for mediation and compensatory measures sent after the deadlines and/or any incomplete form will not be taken into consideration.

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

Students admitted to the course with a **certified disability equal to or greater than 66% pursuant to art. 20 of Law 102 of 3 August 2009 and/or students with a recognised disability pursuant to art. 3, paragraph 1 or paragraph 3, of Law 104 of 5 February 1992, are entitled to total exemption from tuition fees and university contributions** and are required to pay €100 when reserving a place on the course and, as a secretarial fee, when enrolling for each subsequent academic year. To obtain the exemption, the disability report must be uploaded in the "Profile" section of the [Enrolment Portal](#).

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

<https://www.unicatt.it/corsi/triennale/business-and-finance-brescia/admissions-and-enrolment.html>.



6. CANDIDATES WITH AN INTERNATIONAL STUDY BACKGROUND

Candidates with a **degree** from a **secondary school in Italy** with a **university career** in progress, concluded or interrupted at a **foreign university**, must take the admission test by submitting a request through the Enrolment Portal, according to the deadlines indicated in Table 1.

The evaluation of the foreign career is carried out only in case the admission test is successful. Please write to the International Admissions Office at international.admissions-bs@unicatt.it, within June 30th 2025, enclosing the following documents:

- Official certification of passed exams with indication of marks and related credits, with a legend to interpret the information;
NOTE: the certificate must be updated to the latest version of exams
- The syllabi of courses attended;
- The certificate with indication of the teaching language of the degree programme;

Candidates with a degree from a **foreign secondary school** and with a **university career** in progress, concluded or interrupted at **Università Cattolica** or any other **Italian university**, must follow the above-mentioned procedures using the Enrolment Portal. Within a week from the deadline for registration to the admission test (see Table 1), candidates must send to international.admissions-bs@unicatt.it:

- A copy of the degree obtained;
- The school report card from the last two years of secondary school;
- A copy of the residence permit (for non-EU candidates only).

Candidates with a degree from a **foreign secondary school** and with a **university career** in progress, concluded or interrupted at a **foreign university** are required to follow the procedures described here: <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**.
- Candidates who may need help in using the Enrolment Portal can use the "Support" button within the same Portal.