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 Degree Programme in **Communication and Society** *(Class L-20)*

Profile **COMMUNICATION MANAGEMENT**

Academic Year 2024/2025

Campus of Milan

Programme delivered in ENGLISH

Contents

1. **RULES AND DEADLINES FOR ADMISSION TO THE DEGREE PROGRAMME**

Candidates can 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 5 February 2024 to 31st October 2024.**

Admission to the **Communication management** profile of the undergraduate degree programme in Communication and Society 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:

- **60 places available in the 1st 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).

On 12 February 2024, a notice will be published on the programme page showing the number of places available for the 2nd and 3rd year. The number of places for the 2nd and 3rd year is determined on the basis of students enrolled on 31 January 2024. A specific notice in the appropriate section of the programme page will be released in case of increased availability of places.

To enrol in the Communication and Society - Profile in Communication Management programme, candidates must 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/communication-management-comma-milano/admissions-and-enrolment.html.

Applicants with a foreign qualification and/or foreign academic background should refer to the relevant deadlines and procedures in section 8 APPLICANTS WITH INTERNATIONAL STUDY BACKGROUND.

2. **RECOGNITION OF EXAMINATIONS AND CONCLUSION OF THE PROCEDURE**

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

- **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 exams taken in English are validated.

Candidates admitted to a year subsequent to the first year are obliged to sit all the exams included in the study plan, including any untaken/validated exams 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 exams 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 **05 February 2024 at 3:00 pm**.

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

Table 1

SESSION*	PERIOD FOR REGISTRATION FOR THE ADMISSION TEST**	ADMISSION TEST SESSION	PUBLICATION DATES OF THE RANKING LIST	PLACE RESERVATION
1st SESSION	From 3:00 pm on **5 February 2024** To 11:59 pm on **15 May 2024**	**23 May 2024**	**5 June 2024**	**10 June 2024**
2nd SESSION	From 3:00 pm on **24 June 2024** To 11:59 pm on **18 July 2024**	**25 July 2024**	**1st August 2024**	**19 August 2024**
3rd SESSION	From 3:00 pm on **2 August 2024** To 11:59 pm on **11 September 2024**	**17 September 2024**	**24 September 2024**	**30 September 2024**

* Admission tests and rankings, in the sessions following the first, are only carried out if there are still places available.
** Applicants with a disability or a SLD should note the deadlines in section 6. Applicants with a foreign qualification and/or foreign academic background should note the deadlines in section 8.

Once the candidate has passed the exam, if he/she is admitted to the degree programme, the competent teaching structure evaluates his/her 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.

After reserving the place, the Student Services communicates the year of admission and the exams validated with the Letter of Approval in the Enrolment Portal.

NOTE: no further applications can be accepted in the event that places in the 1st year have all been filled.

For more information about the admission test and the ranking list, candidates can refer to the Programme Admission Procedures at the following link:

https://www.unicatt.it/corsi/triennale/communication-management-comma-milano/admissions-and-enrolment.html.

To find out how to use the Enrolment Portal, candidates can see the Enrolment Portal User 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 exams totalling 30 ECTS or more may apply for admission, in *chronological order*, via the Enrolment Portal from **5 February 2024** and no later than **31 October 2024,** 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 exams 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.

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

After reserving the place, the Student Services communicates the year of admission and the exams validated with the Letter of Approval in the Enrolment Portal.

To find out how to use the Enrolment Portal, please see the Enrolment Portal User 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 Transfer from another University, Transfer within Università Cattolica and Second degree are given below.

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

The competent teaching structure will assess the exams 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 exams 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 exams 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 undergraduate degree and/or graduate degree and 1st and 2nd level specialising Master's must be obtained by **31 December 2024**.

6. **CANDIDATES WITH DISABILITIES OR WITH SPECIFIC LEARNING DISORDERS (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 "Admissions and enrolment" section of the programme page.

Table 2

	1ˢᵗ session	2ⁿᵈ session	3ʳᵈ session
DATE OF ADMISSION TEST*	**23 May 2024**	**25 July 2024**	**17 September 2024**
DEADLINE FOR SENDING AN E-MAIL WITH THE REQUEST FORM FOR COMPENSATORY MEASURES	14 May 2024	17 July 2024	10 September 2024

* 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, candidates can contact the **Services for Inclusion**.

Candidates with disabilities or with Specific Learning Disorders (SLD) that do not have to take the entry test are required to upload in the relevant section of the Enrolment Portal profile the disability report and the relevant SLD certificate.

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

https://www.unicatt.it/corsi/triennale/communication-management-comma-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 Training 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 exam, students will be enrolled in the 1ˢᵗ year as repeating students.
In the case of OFAs, candidates will be notified after enrolment via their personal iCatt page.

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

8. **CANDIDATES WITH AN INTERNATIONAL STUDY BACKGROUND**

Applicants with a **diploma** from an **Italian secondary school** and with an ongoing, interrupted or completed **university career** at a **foreign university**, before opening an application for admission via the Enrolment Portal, are required to contact the International Admissions Office at international.admissions@unicatt.it, by sending:

- the official certificate of the exams taken with an indication of the marks obtained and the associated ECTS and their legend;
- the programmes of the courses taken;
- the certificate indicating the language of the degree programme;

to check whether the requirements for exemption from verification are present (see section 2 Exam Recognition). To this end, the documents must be sent by the dates shown in the table below.

Table 3

	SESSION 1	**2ND SESSION**	**3RD SESSION**
ENTRY VERIFICATION DATE	**23 MAY 2024**	**25 JULY 2024**	**17 SEPTEMBER 2024**
DEADLINE FOR DELIVERY OF DOCUMENTATION	**24 APRIL 2024**	**30 JUNE 2024**	**30 JUNE 2024**

Applicants who submit documentation after **30 April** and before **30 June 2024** may apply for their foreign career evaluation, but possible admission to the 1st year is subject to the availability of places.

Candidates with a **diploma** obtained at a **foreign secondary school** and with a **university career** in progress, interrupted or completed at **Università Cattolica** or at another **Italian university** must follow the procedures set out above.

Candidates with a diploma obtained at a **foreign secondary school** and with a **university career** in progress, interrupted or completed at a **foreign university** must follow the procedures indicated at https://international.unicatt.it/.

9. CONTACTS

For more general information, candidates can refer to the following contacts:

- iCatt at http://icatt.unicatt.it "Information Request" section, for **candidates from Università Cattolica.**
- https://www.unicatt.it/richiesta-informazioni-lauree-triennali, for **candidates from other universities.**
- Candidates who may need support in using the Enrolment Portal can use the "Support service to enrol" button within the same Portal.