



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

Faculty of PSYCHOLOGY

Undergraduate degree programme in **Psychological Sciences and Techniques** (*class L-24*)

*Profile* **PSYCHOLOGY**

Academic Year 2024/2025

MILAN Campus

Programme delivered in ENGLISH

---

## Contents

1. RULES AND DEADLINES FOR ADMISSION TO THE DEGREE PROGRAM .....	2
2. APPLICATION FOR ADMISSION TO THE PROGRAM AND PLACE RESERVATION .....	3
3. EXAM VALIDATION AND COMPLETION OF THE PROCEDURE.....	3
3.1. SPECIFICATIONS FOR TRANSFER FROM ANOTHER UNIVERSITY.....	4
1.1. SPECIFICATIONS FOR TRANSFER FROM A PROGRAM WITHIN UNIVERSITÀ CATTOLICA .....	4
3.2.1 CHANGE PROFILE.....	5
3.3 SPECIFICATIONS FOR SECOND DEGREE .....	5
4. CRITERIA FOR THE VALIDATION OF EXAMINATIONS .....	5
5. CANDIDATES WITH DISABILITIES OR WITH SPECIFIC LEARNING DISORDERS (SLD) .....	5
6. VERIFICATION OF INITIAL PREPARATION (VPI).....	6
7. CANDIDATES WITH AN INTERNATIONAL STUDY BACKGROUND.....	7
8. CONTACTS .....	8



## 1. RULES AND DEADLINES FOR ADMISSION TO THE DEGREE PROGRAM

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 by the deadlines shown in Table 1.

Admission to the **Psychology** profile of the **Psychological Sciences and Techniques** program for the academic year 2024/2025 entails passing a test and the establishment of a ranking, according to the deadlines in Table 1:

Table 1

PERIOD	ADMISSION TEST REGISTRATION DEADLINES**	ADMISSION TEST	RANKING PUBLICATION	DEADLINE FOR PLACE RESERVATION
1st PERIOD	From 3:00 pm on <b>10 January 2024</b> to 11:59 on <b>19 February 2024</b>	<b>27 February 2024</b>	<b>6 March 2024</b>	<b>11 March 2024</b>
2nd PERIOD	From 3:00 pm on <b>11 April 2024</b> to 11:59 on <b>8 July 2024</b>	<b>16 July 2024</b>	<b>24 July 2024</b>	<b>29 July 2024</b>

For more information on the admission test and eligibility, candidates can refer to the **Program Admission Procedures** at the following [link](https://www.unicatt.it/corsi/triennale/psychology-milano/admissions-and-enrolment.html):

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

PLEASE NOTE: In order to apply for the profile in **Psychology** of the undergraduate degree programme in Psychological Sciences and Techniques, candidates must have an adequate level of English.

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):

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

**There are:**

- **77 places in the 1<sup>st</sup> 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).

On 12 February 2024, a notice was published on the [programme page](#) showing the number of places available for the 2<sup>nd</sup> year. The number of places for the 2<sup>nd</sup> 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.

There is no admission to the 3<sup>rd</sup> year of the programme.



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.

## 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 programme, candidates must use the [Enrolment Portal](#).

After having passed the admission test and having been admitted to the ranking list, candidates 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**.

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

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>

Candidates who meet the requirements for admission to the 2<sup>nd</sup> 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 exams for the new degree programme. 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 validated exams.

For admission to the 2<sup>nd</sup> year it is necessary to have:

- at least 30 validated ECTS 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.



A maximum of 80 ECTS may be validated and there is no admission to the 3<sup>rd</sup> year of the programme.

**N.B:** Only exams taken and recorded by the deadline for registration for the test are taken into account.

**PLEASE NOTE:** Any exams taken after the deadline for registration for the admission test, if validated, may be recognised but will not contribute to increasing the number of ECTS required for admission to a subsequent year.

Transfers from other universities, transfers from other degree programmes within Università Cattolica and career resumptions are allowed from degree programmes 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 exams included in their study plan, including any exams not taken/validated relating to years prior to the year of enrolment.

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. It is advisable to respect the deadlines set by both universities.

**The competent Teaching Unit will assess the exams 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 2<sup>nd</sup> year are admitted to the 1<sup>st</sup> year, if there are still places available.

Please note that candidates who have to transfer from another university must initiate transfer procedures at their home university by **10 September 2024** in order to allow for the assessment of exams taken in a timely manner.

### **1.1. SPECIFICATIONS FOR TRANSFER FROM A PROGRAM 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 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 programme 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 undergraduate degree and/or graduate degree and 1<sup>st</sup> and 2<sup>nd</sup> level specialising Master's must be obtained by **31 december 2024**.

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

## 4. CRITERIA FOR THE VALIDATION OF EXAMINATIONS

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

- 1) Only exams in English can be validated.
- 2) Exams **taken more than 10 years** before the request will **not** be validated, even in the case of exams subsequently validated by another University or Faculty.
- 3) For the validation, **it is necessary to verify the congruity of the programmes of the exams taken with the courses activated within the Psychology profile of the degree programme in Psychological Sciences and Techniques.**
- 4) Exams 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 ECTS**. Exams with a number of ECTS lower than those attributed to the courses activated in the Psychology profile of the degree programme 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 programme 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 exam 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 exams may be recognised, even if the number of ECTS 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.
- 7) As per Faculty Council resolution, the possibility of partial validation of exams taken in previous careers is recognised.

## 5. 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 specific section of their account in the Enrolment Portal User, the disability report or the certificate relating to SLD;
2. Send an email, if they intend to require compensatory measures, to [servizi.inclusione-mi@unicatt.it](mailto:servizi.inclusione-mi@unicatt.it) or [servizi.dsabes-mi@unicatt.it](mailto:servizi.dsabes-mi@unicatt.it), **by the dates indicated below**, attaching 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 is also available in the "Admission and enrolment" section of the programme page.

Table 1

	1 <sup>st</sup> period	2 <sup>nd</sup> period
<b>ADMISSION TEST</b>	<b>27 February 2024</b>	<b>16 July 2024</b>
<b>DOCUMENTATION REQUIRED</b>	Send within 18 February 2024	Send within 7 July 2024

It should be noted that:

- the application for the admission test must necessarily be submitted via the [Enrolment Portal](#);
- the "Form requesting compensatory measures" sent after the deadlines indicated above will not be considered;
- in case of repetition of the test, in order to be provided with the compensatory tools, candidates must repeat the procedure by submitting again the Request for Compensatory Measures Form to the Services for Inclusion;
- candidates are invited to select the first shifts available within the day, in order to properly manage the compensatory tools designated.

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

More information about the programme 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 Training Obligation) in Reading comprehension (and logic).



The OFA consists of a course with compulsory attendance and a final test to check competences. The course and the test must be passed within the specifically scheduled sessions no later than the first academic year. In the event of non-attendance of the OFA course or failure of the test, the student will be enrolled in the 1<sup>st</sup> year as a repeating student.

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. CANDIDATES WITH AN INTERNATIONAL STUDY BACKGROUND

Applicants with a diploma from an Italian secondary school and with a university career in progress, interrupted or completed 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](mailto: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 any of the exams taken during the foreign programme include validated courses and to check the year of admission (see section 2 recognition of exams). To this end, the documentation must be sent by the dates shown in the table below.

Table 3

	1 <sup>st</sup> period	2 <sup>nd</sup> period
<b>ADMISSION TEST DATE</b>	<b>27 February 2024</b>	<b>16 July 2024</b>
<b>DEADLINE FOR SENDING DOCUMENTATION</b>	By 19 February 2024	By 30 June 2024

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/>.

## 8. CONTACTS

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

- [iCatt](http://icatt.unicatt.it) at the link <http://icatt.unicatt.it>, "[Request for information on undergraduate programmes](#)" 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 support in using the Enrolment Portal can use the "Support service to enrol" button within the same Portal.