

CALL FOR APPLICATIONS FOR THE FIRST CYCLE DEGREE COURSES IN

Economia e gestione aziendale / Business Administration and Management (Classe L - 18)

- **“Business and Management” Curriculum**

Economia, commercio internazionale e mercati finanziari / International Economics and Financial Markets (Classe L-33) - “Economics and Financial Markets” Curriculum

(curricula taught in English)

Academic year 2016/2017 - Spring Selection

At the Department of Economics, Business, Mathematics and Statistics (DEAMS), University of Trieste, pursuant Italian Government Decree no. 270/04, the first cycle degree courses in Economia e gestione aziendale (Business and Management curriculum) and in Economia, commercio internazionale e mercati finanziari (Economics and Financial Markets curriculum) have been launched for the academic year 2016/2017.

The activation of the courses is subject to their accreditation in accordance with Italian Ministerial Decree no. 47 dated January 30th, 2013 as amended by Ministerial Decree no. 1059, December 23rd, 2013.

Please note that:

- **the “Amministrazione e controllo” and “Gestione aziendale” curricula and**

- **the “Economia internazionale” curriculum,**

are taught in Italian and consequently are regulated by another specific Call for Applications.

The courses last three academic years.

In agreement with Italian National Law (“Norme in materia di accessi ai corsi universitari”) and subsequent amendments and additions, admission is subject to passing an admission test in English (see Section 3 of this Call for Applications).

Requirements

Prospective students should hold a secondary education diploma or an equivalent certificate obtained abroad, which is recognised as valid by the applicable law.

The candidate must have obtained the required diploma at the time of the submission of the enrollment application.

In order to take part in the spring selection, it is sufficient to be enrolled in the last year of secondary school at the moment of the application (see Section 2 of this call for applications).

The candidate may submit the enrollment application after having acquired his/her secondary school diploma (and after having accepted the place within the set deadline).

To be enrolled it is furthermore necessary for the candidate to hold a certificate proving his/her proficiency in English at B2 level (Common European Framework of Reference for Languages). The list of the certifications accepted and the exceptions are attached to this call for applications (attachment 1). Those candidates who do not have such a certificate will nevertheless be able to apply; their English will be verified through a specific test organized by the Department at the beginning of October. Clear instructions about the date, place and structure of the test will be published on the website <http://deams.units.it/> . If the prospective student fails, he/she will not be permitted to take any exam before he/she demonstrates he/she has reached the level of linguistic competence required.

1. AVAILABLE PLACES

Economia e gestione aziendale / Business Administration and Management (Classe L-18) - "Business and Management" Curriculum	50
Economia, commercio internazionale e mercati finanziari/international Economics and Financial Markets (Classe L-33) - "Economics and Financial Markets" Curriculum	40

The abovementioned places, available for European Union citizens (see note 1.1) and Foreign citizens (not from the EU) legitimately staying in Italy as per the provisions of art. 26, paragraph 5 Italian Law July 30th 2002, no.189 (see note 1.2), are a part of the total amount of places allotted for the academic year 2016/2017.

All remaining places will be assigned during the *summer selection*). Applicants who are not selected in the *spring selection* and Foreign citizens (not from the EU) residing abroad may take part in the *summer selection* (the call will be released in due time). In addition to the places which remain unclaimed from the spring selection, there will be 50 places available (including the ones for Foreign citizens) in the summer selection.

If a candidate holds dual nationality, one of which is Italian, this latter shall prevail as per the provisions of art.19 Italian Law 218/1995.

1.1. The following are deemed equivalent to the citizens of the European Union: the citizens of Norway, Iceland, Liechtenstein, Switzerland, the Republic of San Marino

1.2 The following are included under this category: a) refugees; b) those entitled to subsidiary protection; c) the Personnel serving at the diplomatic representations and the international bodies present in Italy, their spouses and children; d) the holders of a permit to stay, already enrolled at a university course in Italy.

The selection test can be taken in:

TRIESTE – at the University of Trieste , p.le Europa , 1

or, through cooperation with the Ca' Foscari University in Venice, the selection test can also be taken in VENICE.

The candidate shall take one exam only, which will be valid for the following degree courses:

The University of Trieste:

- Degree course in Economia e gestione aziendale / Business Administration and Management - "Business and Management" curriculum;
- Degree course in Economia, commercio internazionale e mercati finanziari / International Economics and Financial Markets - "Economics and Financial Markets" curriculum.

The University of Ca'Foscari, Venice:

- Degree course in Economia Aziendale / Economics and Management - "Economics and Management" curriculum
- Degree course in Economia e commercio / Economics and Commerce – curriculum "Economics, Business and Finance

Should the candidate wish to participate in the selection for both Universities, he/she shall:

- carry out two separate pre-enrolment procedures, one for each University;
- pay the pre-enrolment fees as required by each University;
- take part in the admission test which will be held on **April 21st, 2016** at **4:00** p.m. at the chosen University.

PLEASE NOTE that, even if the candidate wishes to participate in the selection for both universities, in the two pre-enrollment forms he/she must indicate the same university he/she has chosen to sit the admission test.

For any other aspect about the specific procedures for pre-enrollment and enrollment, please refer to the call for applications issued by each University.

The closing date for the pre-enrollments, the date of the admission test and the date of publication of the

results are the same for both universities.

Candidates who have scored at least 580 out of 800 in the "SAT Math" test or at least 47 out of 60 in the "GMAT Quantitative" test are exempted from taking the admission test. These scores correspond to the top 30% in the ranking obtained by candidates in their respective tests. The shortlist will be drawn up using the scores obtained in SAT or GMAT tests on the basis of the percentile ranking obtained. The candidates who hold the abovementioned certification nevertheless are required to pre-enroll following the procedures listed under Section 2.

Should the candidate wish to compete for another course taught in Italian at the Department of Economics, Business, Mathematics and Statistics (at the University of Trieste), in addition to the courses for the curricula taught in English offered through this call for applications, he/she shall:

- carry out a separate pre-enrollment procedure, one for each course/curriculum for which he/she wishes to compete for;
 - pay the pre-enrollment fees as required;
- take part in an admission test for the courses taught in Italian on the dates announced in the respective Call for Applications.

2. ENROLLING IN THE ADMISSION TEST

Eligible candidates

Candidates must be EU citizens (see note 1.1) and Foreign citizens (not from the EU) legitimately staying in Italy as per the provisions of art. 26, paragraph 5 Italian Law July 30th, 2002, no.189 (see note 1.2) and must:

1. hold a secondary education diploma or an equivalent certificate obtained abroad, which is recognized as valid by the applicable law, or;
2. be enrolled in the last year of secondary school for the academic year 2015/2016.

Choice of the Degree Courses

Before enrolling, applicants may choose one or both degree courses by listing them in order of preference (as their first or second choice). Such choice will be **binding** when enrolling in the degree course.

If a candidate is on the ranking list of students admitted to the degree course he/she had indicated as their first choice, then he/she will automatically be excluded from the ranking list of the degree course he/she had indicated as their second choice.

If, on the other hand, the candidate is **not** on the ranking list of students admitted to the degree course he/she had indicated as first choice, then the candidate's position in the ranking list of the degree course he/she had indicated as their second choice will be considered.

Example: John Smith chose to list the degree course in "Economia e gestione aziendale" as his first choice and the degree course in "Economia, commercio internazionale e mercati finanziari" as his second choice.

If, after taking the admission test, he is on the ranking list of students admitted to both degree courses, he will be able to enroll in the degree course in "Economia e gestione aziendale" only (his first choice).

If he is on the ranking list of students admitted to the degree course in "Economia e gestione aziendale" (his first choice), but not on the ranking list of students admitted to the degree course in "Economia, commercio internazionale e mercati finanziari" (his second choice), then he will be able to enroll in the degree course in "Economia e gestione aziendale" only (his first choice). His application for the degree course in "Economia, commercio internazionale e mercati finanziari" (his second choice) will not be re-considered.

*If he is **not** on the ranking list of students admitted to the degree course in "Economia e gestione aziendale" (his first choice), but he is on the ranking list of students admitted to the degree course in "Economia, commercio internazionale e mercati finanziari" (his second choice), then he will have two options:*

- **accept** his place in the degree course in "Economia, commercio internazionale e mercati finanziari" (his second choice). He will have to submit his enrollment application for the degree course in "Economia, commercio internazionale e mercati finanziari" (his second choice); failure to do so will result in the

exclusion from the ranking list. Under no circumstances will he be able to switch courses and enroll in the degree course in “Economia e gestione aziendale” (his first choice).

- **refuse** his place in the degree course in “Economia, commercio internazionale e mercati finanziari” (his second choice) and wait for the reallocation of the places which may be left unclaimed for the degree course in “Economia e gestione aziendale” (his first choice). In this case, he will be able to enroll in the degree course in “Economia e gestione aziendale” only if a place becomes available after the reallocation. However, he will no longer be able to enroll in the degree course in “Economia, commercio internazionale e mercati finanziari”.

If he has is on both ranking lists, but has not been admitted to any degree course, he may enroll only if a place becomes available during the reallocation of places.

If a candidate expresses only one choice and is not admitted to the chosen degree course, he will not be able to enroll in the other degree course even if there are places left unclaimed.

On-line pre-enrollment

Candidates must register on-line, on penalty of disqualification, from **March 9th, 2016 and by the final deadline of 12.00 a.m. on the April 13th, 2016**, as indicated here below:

1. **log on** to the dedicated link from the home page <http://www.units.it/>, to the “**IMMATRICOLAZIONI ammissioni 2016/2017**” area and **register**. Once the registration is completed, print and save the printout with the credentials, user name and password, as they will be valid for all subsequent accesses, future university career included. For any problem please refer to the webpage <http://www.units.it/credenziali>.
2. **enroll** for the **admission** test for the degree courses in **Economia, curricula taught in English**:
 - a. express a preference order for the degree courses to which the candidate wishes to enroll in;
 - b. choose the **location** for the admission test (as it is possible to take the test in Venice too, as indicated in Section 1). If the choice is not the University of Trieste, please remember that it is also necessary to pre-enroll at the University Ca' Foscari in Venice;
3. **pay the fees of € 26.00 by April 13th, 2016, as failing to do so will result in the exclusion from the test**. The payment should be made using the personal payment form, which can be printed at the end of the on-line procedure, or directly on-line by credit card. In order to respect the deadline, if you pay on-line or by “Banca Telefonica” at your bank, please note that payment may be completed on the first working day thereafter and not necessarily on the same day.

No other forms of payment are permitted. Payment will not be refunded in any circumstances.

PLEASE NOTE: On the days following payment, check that the payment has been received: access the on-line service <http://www.units.it/esse3/online/> using the credentials you received on registration and check the state of your payment. If payment is not yet recorded, send the receipt of payment to the ‘Segreteria Studenti’ economia.studenti@amm.units.it. The receipt must in any case indicate that payment was made by April 13th, 2016.

4. If you have taken one of the following tests “SAT Math” or “GMAT Quantitative” you must send the certificate to the ‘Segreteria Studenti – Servizio Economia’.

The application will be considered signed by the candidate with the signature required on the day of the test.

For those candidates who do not have access to the Internet, the University provides computer access at the ‘Segreteria Studenti’ during opening hours.

Disabled candidates and candidates suffering from specific learning disabilities

Disabled candidates, as per the provisions of Italian law no.104/1992 as modified by subsequent amendments and additions, can request the use of those means which may be necessary during the test and may be allowed extra time. The request together with the disability certificate or self-declaration as per the provisions of art. 39 of Italian law 448/98 must be submitted at least 15 days prior to the date fixed for the test, by appointment, to the Sportello Disabili office - Piazzale Europa 1, 34127 Trieste, Edificio A (right wing), basement – tel. 040 558 2570 – fax 040 558 3288 – email: disabili@units.it

Candidates who are affected by specific learning disabilities are allowed special aid devices or dispensatory measures specific to the diagnosis as regulated by Italian Law 170/2010. The request and the diagnosis certificate, which should be issued within three years before the admission test, must be submitted at least 15 days prior to the date fixed for the test, by appointment, to the Servizio Dislessia office - Piazzale Europa 1, 34127 Trieste, Edificio A (right wing), basement – tel. 040 558.7792 – fax 040 558.3288 – email: dislessia@units.it

3. ADMISSION TEST

The admission test will be held on April 21st , 2016 at 4:00 p.m., at the same time in both Universities, with the same procedures and the same content.

Venue and identity check

Candidates must be at the **Edificio H3** – H3 Building, at the University in Piazzale Europa 1, Trieste by 2:30 p.m. for identification. The candidate must produce the following:

- personal identification document;
- photocopy of the same document;
- receipt for the admission fees he/she has paid.

The Commission administering the test is nominated by the Council of the Department of Economics, Business, Mathematics and Statistics. The Commission shall determine how to carry out the invigilation of the candidates during the test. The president of the commission is responsible for the procedures of the tests, as per the provisions of Italian law 241/90, and subsequent amendments and additions.

Testing Operations

The admission tests is made up of forty-five multiple choice questions about logic and mathematics **(45 questions) written in English.** The questions are aimed at verifying:

- analytical and quantitative skills (by means of exercises measuring the candidates' ability to comprehend, solve and analyse quantitative problems);
- mathematical knowledge (set union and intersection, logic problems, number and operations, arithmetic, basic algebra, equations and inequalities, graphs representing functions).

The test lasts 45 minutes and a total of **45 points** can be awarded, with the following scoring system :

- a) 1 point for each correct answer,
- b) -0,5 (minus 0,5) for each wrong answer,
- c) 0 points for any answer not provided (a blank)

A minimum of 10 points is required to be admitted to the course.

Duties of the candidates

- a) Once the test has started, no one can enter the exam room.
- b) During the test, candidates cannot speak to each other, exchange written work, or communicate with other people, with the exception of those in charge of the invigilation. Candidates will not be allowed to have bags or rucksacks, books or notes, paper sheets, mobile phones, calculators or any other electronic device; all these items shall be left at the front/back of the room before the start of the test, according to the instructions given by the Commission. Any candidate who is found with such articles during the test, shall be disqualified. During the test, there will be invigilators ensuring that candidates respect the rules mentioned above.
- c) Candidates must remain in the test room until the end of the test;
- d) If candidates fail to follow the instructions received before the start of the test, they will be excluded from the test itself.

4. SHORT LIST AND PLACE ACCEPTANCE

Two merit-based shortlists are drawn up on the basis of the global scoring obtained in the test.

As far as the places available for enrollment are concerned, candidates who have achieved a minimum score of ten (10) points in the test will be admitted.

In the case candidates obtain the same score, priority will be given to the younger candidate.

The shortlists will be published on the official University Noticeboard - Albo di Ateneo

<http://www.units.it/ateneo/albo/> on the **May 5th, 2016, after 4:00 p.m.** This publication is valid as the official notice to all effects. **No personal communication will be issued.** Furthermore, the shortlist will be published in the section “ulteriori informazioni specifiche sul corso” (“further information about the course”) which can be accessed from www.units.it following the path Studenti>>Guida on line Esse3>>Laurea>>, selecting one of the two degree courses and then “ulteriori informazioni specifiche”.

Candidates who are on the shortlist **must accept** their place by carrying out the pre-enrolment procedure by **12.00 a.m. on May 16th, 2016**. Failure to do so will result in the exclusion from the list.

Procedures for online pre-enrolment (by May 16th, 2016)

1. **log on** to the “**IMMATRICOLAZIONI ammissioni 2016/2017**” area and log in with the credentials (user name and password) received upon registration to the admission test, **enter** the required information and **print** the request for enrolment. For any problem please refer to the page <http://www.units.it/credenziali>.
2. **pay** the pre-enrolment fee of 200 Euros by May 16th, 2015 using the personal payment form, which can be printed at the end of the enrolment procedure, or alternatively pay online by credit card. No other means of payment is accepted.

The pre-enrolment fee is a partial advance payment of the first installment of the university fees for those students who will enroll in the degree courses. Under no circumstances such fee will be reimbursed.

The list of candidates who are on ranking list after the reallocation of **places which are left unclaimed after the acceptance and pre-enrollment stages** will be published (**along with the deadline and the instruction for acceptance**) on the official University Noticeboard - Albo di Ateneo on <http://www.units.it/ateneo/albo/>, on **May 23rd 2016 after 12:00 p.m.**

If there are places left unclaimed after the reallocation of places, they will be allotted for the summer selection (which will take place in August 2016).

If a candidate who took the admission test in the spring selection scores the ten minimum points required to enroll, but is not on the ranking list of students who are admitted and able to pre-enroll, he will not be able to enroll in any degree course even if places are left unclaimed in the summer selection 2016 or in other academic year after the test has been taken.

5. ENROLLMENT

Once they have obtained their secondary school diploma (or foreign certificate), candidates who have accepted their place (see Section 4) must carry out the enrolment procedure by **and not later than August 4th, 2016 by 11:00 a.m.**

The enrolment procedure will be announced on the university website in due time when enrollment to the academic year 2016/2017 starts.

6. ACCESS TO ADMINISTRATIVE DOCUMENTS; DATA PROCESSING; AND PERSON RESPONSIBLE FOR THE PROCEDURE

The personal data collected for this call for applications will be processed, also through electronic means, in pursuance of art. 13 of Italian Legislative Decree no. 196/2003. For the organisation of the admission tests and for the correction of the tests, the data will be forwarded to the company INTERSISTEMI Italia S.P.A., via dei Galla e Sidama, 23 – 00199 ROMA. Furthermore, the data could be used, in an aggregated form and for statistical purposes, also by the Ministry of Education, Universities and Research.

It is necessary to consent to the processing of the personal data needed for the shortlist, otherwise the candidate will be excluded from the selection.

The University is entitled to process personal data in carrying out its institutional tasks, without need to obtain the prior consent by the concerned party within the limits established by current laws (art. 18, Italian Government Decree 196/2003)

The candidate may exercise the right to access the data submitted as per the provisions of art. 7 D.Lgs – Italian Government Decree 196/2003.

The candidate may access the documents referring to the selection procedures, as per the law in force (Italian Law 241/90 and subsequent amendments and additions and D.P.R. 184/2006 – Decree of the President of the Republic).

The Data Controller is the University of Trieste, P.le Europa,1 – 34127 Trieste

As per the provisions of Italian law 241/90 and subsequent amendments and additions, the Data Processor is the Head of the Students' Office, Social and Human Sciences Area – Capo Ripartizione Segreteria Studenti/Area Scienze sociali e umanistiche of the University of Trieste: Ms. Erika Federici.

7. FINAL PROVISIONS AND INFORMATION

This call for admission is published on the Official Noticeboard of the University of Trieste, which can be accessed at <http://www.units.it/ateneo/albo>; the call for admission and all the relevant documents are published under the section “ ulteriori informazioni specifiche sul corso” (“further additional information about the course”) on the online guide, which can be accessed at www.units.it following the path: Studenti>>Guida online Esse3>>Laurea, selecting one of the two degree courses and then “ulteriori informazioni specifiche”. **These publications are considered official notices to all effects and no personal communications will be issued.** Any aspect not regulated by this call for applications will be governed by the applicable law.

As far as fees, payment procedures and potential grants or reduction of tuition fees are concerned, please refer to the “Manifesto tasse, contributi ed esoneri” (policy statement on Tuition Fees and Financial Benefits) for the academic year 2016/2017, which will be published in due time.

Students' Office - Segreteria Studenti	Contacts
<p>Headquarter: University Campus – Piazzale Europa – Main building, right wing</p> <p>SERVIZIO DI ECONOMIA: basement (piano seminterrato)</p> <p>FOREIGN STUDENTS' OFFICE : basement (piano seminterrato)</p>	<p>STUDENTS' OFFICE - SEGRETERIA STUDENTI: piazzale Europa, 1 - 34127 Trieste tel.: +39 040/5582896 (from Monday to Thursday 12:00 a.m. -1:00 p.m.) e-mail: economia.studenti@amm.units.it PEC (certified email): didattica@pec.units.it</p>
Office hours	Useful Link
<p>Before coming to the counter window, it is necessary to get a number from the ticket number machines which are open from: 8:30-10:30 in the morning and 2:45 to 3:45 p.m..</p> <p>Monday: afternoon, from 3.15 p.m. to last ticket</p> <p>Tuesday, Wednesday, Thursday: morning, from 9.00 to last ticket.</p>	<p>Official University Noticeboard (Albo Ufficiale di Ateneo): http://www.units.it/ateneo/albo</p> <p>Disabled Students' Office (Sportello disabili/DSA) http://www.units.it/disabili</p>

**NOTE: THIS IS A WORKING TRANSLATION
OF THE ORIGINAL OFFICIAL ITALIAN TEXT OF THE “BANDO DI AMMISSIONE”**

ATTACHMENT 1

CERTIFICATIONS OF PROFICIENCY IN ENGLISH (minimum level required =B2) AND OTHER CASES OF EXEMPTION FROM THE ENGLISH TEST

Certifications are considered valid regardless of their date of issuance

Examinations Board / Examinations	Common European Framework of Reference for Languages (CEFR)		
	B2	C1	C2
Cambridge English Language Assessment (Cambridge ESOL Examinations)	FCE First Certificate in English FCE for Schools	CAE Certificate in Advanced English	CPE Certificate of Proficiency in English
	BEC Business English Certificate Vantage	BEC Business English Certificate Higher	
	BULATS Business Language Testing Service Upper Intermediate 60 - 74	BULATS Business Language Testing Service Advanced 75 - 89	BULATS Business Language Testing Service Upper Advanced 90 - 100
IELTS International English Language Testing System	5.5 - 6.5	7.0 - 8.0	9.0
City & Guilds (Pitman)	ESOL Communicator	ESOL Expert	ESOL Mastery
Trinity College London	ISE II ISE II Ca' Foscari Grades 8 - 10	ISE III ISE III Ca' Foscari Grade 11	ISE IV Grade 12
	ETS - TOEFL Test of English as a Foreign Language <small>iBT = internet-based test PBT = paper-based test</small>	iBT 87 - 109 PBT 507 - 557	iBT 110 - 120 PBT 560 - 617
Oxford University Press Oxford Test of English B	score 111-140		
ETS - TOEIC Test of English for International Communication	Listening 400-489; Reading 385-454 Speaking 160-199; Writing 150-199	Listening 490; Reading 455 Speaking 200; Writing 200	
Pearson Tests of English	PTE General Level 3	PTE General Level 4	PTE General Level 5
	PTE Academic 59 - 75	PTE Academic 76 - 84	PTE Academic 85
LCCI International Qualifications - EDI	JETSET Level 5	JETSET Level 6	JETSET Level 7
	English for Business Level 3	English for Business Level 4	
	ELSA Advanced High 413 - 441	ELSA Superior 442 - 457	ELSA 458 - 500
British Institutes	B2 vantage: First examination Master in English Language	C1 proficiency: English Diploma Operational	C2 mastery: Master in English Language

FURTHER CASES OF EXEMPTION

The candidates are considered to have reached the required level of English if:

- he/she has obtained a high school diploma or has attended at least one year at a college in a country where English is the teaching language,
- he/she has obtained a diploma (final high school diploma or university diploma) in Italy or abroad, at the end of a cycle of studies entirely in English,
- he/she has taken a University exam in English at B2 level (it will be necessary to show a university program/syllabus stating clearly that this is the level reached)