Degree in International Trade and Tourism (class L-33)
Degree in Business Administration (class L-18)
Degree in Economics and Business (class L-33)

Call for Applications - Spring selection
Academic year 2024/2025

The 5 moves to ensure you keep your place

| Get all the information | • **Read** the Call carefully! If you have any doubts, consult the FAQs shown on the degree programme website |

| Sit the TOLC-E or the SAT | • Sit the **TOLC-E or English TOLC-E**, test organised and managed by CISIA, by **midnight** on **22 April 2024**
• To take the test, register on the CISIA website (www.cisiaonline.it) and pay the pre-enrolment fee |

| Pre-enrol for the selection | • Fill in the application for selection by midnight on **22 April 2024** |

| Accept the place | • The **ranking** will be published on **9 May 2024 : check** your position and, if you have been **admitted**, accept your place by **13 May 2024** by completing the **pre-enrolment application** and **paying the fees.** If you are **not admitted, check** from **4 pm** on **21 May 2024** for the notice with the places still available and **apply** for repechage.
• You can find procedures and deadlines in art. 8 |

| Enrol | • **From 1 July to 31 July 2024, complete** the enrolment application and **pay** the first instalment of university fees and contributions
• You can find procedures and deadlines in art. 9 |

Meet the deadlines

If you fail to comply with all the deadlines and instructions in the Call, you will not be able to enrol: to avoid this risk, enter them immediately in your calendar on your smartphone or tablet!

Candidates with an international degree

If you are a candidate or applicant with an international degree, you can find more information on the apply.unive.it platform.

Art. 1. Purpose of the call and general principles

1. This call governs the enrolment procedures for the first year of the degree programme in International Trade and Tourism, Business Administration and Economics and Business at the Ca' Foscari University of Venice for the Academic Year 2024/2025.

2. Once enrolment in the degree programme has been completed, suspension for enrolment in another degree programme,outgoing transfer and internal transfer are not allowed for the first year of the course.

3. The personal data provided by candidates will be processed, in paper or electronic form, according to the regulations in force and included in the information available on the University website page: https://www.unive.it/pag/34663.

4. Candidates will be guaranteed access to the documents, in accordance with the provisions of Italian Law 241/1990 and subsequent amendments.

5. Candidates are advised not to wait until just before the deadlines governed by this call to complete the admission procedures for the degree programme in question. The University shall accept no liability for any malfunctions due to technical problems and/or overload of the communication line, and/or systems, or for any errors attributable to the actions of third parties, unforeseeable circumstances and force majeure.

Art. 2. Places available

1. The places available in the **spring selection** for Italian, EU and non-EU students residing in Italy are as follows:
   - **205** for the degree programme in International Trade and Tourism (International Trade and Economics of Tourism curricula);
   - **180** for the degree programme in Business Administration (Business Administration curriculum);
   - **110** for the degree programme in Business Administration (Business Administration and Management curriculum);
   - **185** for the degree programme in Economics and Business (Economics and Business curriculum);
   - **65** for the degree programme in Economics and Business (Economics, Markets and Finance curriculum).

2. The **total** places available for enrolment in the first year of the degree programme in Economics are as follows:
   - **340** for the degree programme in International Trade and Tourism (International Trade and Economics of Tourism curricula);
   - **300** for the degree programme in Business Administration (Business Administration curriculum);
   - **180** for the degree programme in Business Administration (Business Administration and Management curriculum);
   - **310** for the degree programme in Economics and Business (Economics and Business curriculum);
   - **110** for the degree programme in Economics and Business (Economics, Markets and Finance curriculum).

3. The places not assigned in the spring selection will be made available in the summer selection.

4. Of the total number of places indicated above, for non-EU international students needing a visa to enter Italy for long-term stays who meet the requirements of the M.I.U.R. note – Prot. No. 1291 of 16 May 2008, are reserved:
   - **30 places, of which 5** reserved for students of Chinese citizenship (Marco Polo Project) for the degree programme in International Trade and Tourism (International Trade and Economics of Tourism curricula);
   - **1 position, of which 1** reserved for students of Chinese citizenship (Marco Polo Project) for the degree programme in Business Administration (Business Administration curriculum);
   - **59 places, of which 4** reserved for students of Chinese citizenship (Marco Polo Project) for the degree programme in Business Administration (Business Administration and Management curriculum);
   - **10 places, of which 4** reserved for students of Chinese citizenship (Marco Polo Project) for the degree programme in Economics and Business (Economics and Business curriculum).
   - **20 places, of which 4** reserved for students of Chinese citizenship (Marco Polo Project) for the degree programme in Economics and Business (Economics, Markets and Finance curriculum).

Different forms of selection may be envisaged for this category of students. Further information can be found in the course descriptions on the website dedicated to international student: apply.unive.it.

5. The enrolment of non-EU students residing abroad who require a visa for long-term stays in Italy, in possession of the requirements set out in the M.I.U.R. note - Prot. No. 1291 of 16 May 2008, is subject to the assessment of entry qualifications and to a specific selection procedure. This Call does not regulate the selection procedures for this

category of applicants, who have to refer to the indications present in apply.unive.it.

Art. 3. Admission requirements

1. Admission is subject to possession of one of the following academic qualifications:
   - five-year secondary school diploma, including language schools recognised by law;
   - diploma from teacher training college and art schools with a 1-year supplementary course; candidates who have not done the additional year can still participate even if, in the case of enrolment, they may be assigned grade debts to be recovered, according to the procedures established for each degree programme, within the first year of the course and without prejudice to any other additional educational obligations deriving from verification of preparation;
   - high school diploma obtained in accordance with Italian Law 27/10/1969 no. 754;
   - art diploma awarded by a State Art College;
   - European Baccalaureate title (or European high school licence) obtained in European schools located in Italy;
   - A secondary school diploma obtained abroad, provided that it is eligible for enrolment following the assessment by the relevant procedure on apply.unive.it.

2. Students enrolled in the last year of high school who intend to get their diploma in the school year 2023/2024 can also participate in the spring selection.

3. Students with a qualification obtained abroad must necessarily undergo a preliminary online evaluation on the apply.unive.it platform. Further information on procedures and deadlines can be found on the "Preliminary evaluation for international students" web page available at the following link: https://www.unive.it/pag/12520/

Art. 4. Selection participation procedure

a) The selection procedure is divided into **two** phases:
   a) sit the **TOLC-E or English TOLC-E;**
   b) **pre-enrolment** for the Ca' Foscari selection.

4.1. Sitting the TOLC-E or English TOLC-E

a) Sitting the TOLC-E or English TOLC-E requires:
   - registration for the test on the CISIA website (www.cisiaonline.it), selecting 'TOLC at the university' or 'TOLC@CASA' and registering for the test;
   - payment of the test registration fee of **€30.00.**

b) To participate in the selection, the TOLC test must be taken by midnight on **22 April 2024**.

c) For this call, the TOLC-E or English TOLC-E test taken in 'TOLC at the University' or 'TOLC@CASA' mode applies from January 2023.

4.2. "SAT" and "GMAT" tests

a) Candidates who obtained a total score of at least 955 out of 1600 in the SAT test or at least 490 out of 800 in the GMAT test are exempted from taking the test.

b) During the pre-enrolment phase, candidates who have taken either the SAT or GMAT test must upload the certificate displaying the score achieved, as indicated in point 4.3 below.

c) Candidates who obtained a total score of at least 955 out of 1600 in the SAT test or at least 490 out of 800 in the GMAT test shall be positioned in the ranking on the basis of the following conversion formula:

SAT/GMAT test total score conversion

T_{SAT} = *Total score achieved by the candidate in the SAT*

test T_{GMAT} = Total score achieved by the candidate in the

GMAT test$T$ = *Total score equivalent to TOLC-E or English*

TOLC-E score

$T = 0.04186 \times T_{SAT} - 30.977$

$T = 0.087097 \times T_{GMAT} - 33.677$

d)   For the purposes of this call, SAT or GMAT tests taken from January 2023 are valid.

4.3.   *Pre-enrolment for the Ca' Foscari selection*

⚠ *The online pre-enrolment procedure allows candidates to be included in the ranking for enrolment on the degree courses at Ca' Foscari University of Venice, covered by this call, using the score achieved in the TOLC-E or English TOLC-E tests.*

a)   To participate in the selection, candidates must pre-enrol online by **22 April 2024.**

b)   The online pre-enrolment procedure includes:
- **registration** on the university website (www.unive.it/registrazione or www.unive.it/registration).
  Those who already possess access credentials to the Reserved Area, either for being former students or for having applied to other University programmes or courses, will not be required to register.
- it is possible to **access the reserved area** of the www.unive.it website in three ways, depending on the student's status:
  - ✓ those who already have a student number and password (because they are former students of the university) can log in with these credentials;
  - ✓ candidates of Italian nationality, or currently residing in Italy, who do not have a student number and password, must log in with SPID or CIE. To obtain the SPID https://www.spid.gov.it/
  - ✓ students of a nationality other than Italian, who are not currently in Italy and who do not have a student number and password, may request access credentials via the link www.unive.it/nospidaccess;
- **enrolment for selection**, by selecting *Admission test* in the Reserved Area. To perform this procedure, in particular, candidates must:
  - ✓ enter the details of a valid identification document and upload a copy (identity card, passport or driving licence);
  - ✓ upload, where held, language certificates of proficiency in English level B2 or self-certification in cases of exemption, as in art. 4.5;
  - ✓ choose an order of preference among the curricula for which you would like to enrol (see point 4.4);
  - ✓ enter their academic results as indicated in point 4.6 below.

c)   Candidates who have taken either the SAT or GMAT test must upload the certificate displaying the score achieved.

Candidates who have taken either the TOLC-E or the English TOLC-E test must not upload the certificate: Ca' Foscari will provide for acquisition of scores from CISIA telematically.

d)   Once the online procedure has been completed, candidates shall receive a confirmation email at the email address provided during registration.

e)   At the end of the pre-enrolment procedure, candidates will be able to print the pre-enrolment receipt with the pre-enrolment number that will be used to publish the final ranking.

f)   Once the pre-enrolment procedure has been completed, changes may only be made to the choice of degree programmes and no later than 22 April 2024.

g)   In the event of difficulties in completing the pre-enrolment procedure, candidates can request support from the Enrolment Area, on the page: https://www.unive.it/faqsforstudents.

4.4. Choice of curricula

a) In the degree programme pre-enrolment phase, pursuant to art. 1, paragraph 1, you can specify up to 3 choices, expressing an order of preference (1st, 2nd and 3rd choice), which shall be **binding** for the purposes of enrolment on the course.

b) If candidates are not classified in a position of admission to their 1st choice, the place in the 2nd choice course will be considered. If candidates are not classified in a position of admission to their 1st and 2nd choices, the place in the 3rd choice course will be considered.

For example: Mario Rossi has chosen to compete for a place on the Economics and Business programme (Economics and Business curriculum) (1st choice) and the Business Administration programme (Business Administration and Management curriculum) (2nd choice).

If he is classified for admission to both choices, he will only be admitted to the degree course in Economics and Business (Economics and Business curriculum) (1st choice) and the classification in the ranking for Business Administration (Business Administration and Management curriculum) (2nd choice) will be cancelled. He can therefore accept the place and enrol only on the degree programme in Economics and Business (Economics and Business curriculum) (1st choice).

If he is not admitted to the Economics and Business programme (Economics and Business curriculum) (1st choice) and admitted to the Business Administration programme (Business Administration and Management curriculum) (2nd choice), he can:

- *accept the place on the degree programme in Business Administration (Business Administration and Management curriculum) (2nd choice): in this case, he must subsequently complete the enrolment, under penalty of removal fromthe ranking, on the degree programme in Business Administration (Business Administration and Management curriculum) (2nd choice) and cannot under any circumstances request the transfer to the degree programme in Economics and Business (Economics and Business curriculum) (1st choice).*
- *not accept the place on the degree programme in Business Administration (Business administration and management curriculum) (2nd choice) and apply for one of the places that may be vacated due to withdrawals.*

If he is not admitted in any of the rankings, he can enrol only if he is classified for admission in ranking changes due to withdrawals(see art.8, point 2).

4.5. English language certificate of at least level B2

a) Enrolment for the curricula taught in English (Business Administration - Business Administration and Management curriculum, Economics and Business - Economics, Markets and Finance curriculum) is subject to possession of a certificate of at least level B2 in English.

The list of recognised certificates and exemptions are published on the dedicated page(www.unive.it/language-requirements).

b) The admission test **does not** constitute verification of English language proficiency of at least level B2.

c) Candidates will be able to upload the language certificate attesting at least level B2 in English, or the self-certification form in cases of exemption, during the pre-enrolment procedure. The admission ranking will give evidence of the evaluation of the submitted documentation. Eligible candidates who do not meet the language requirement will necessarily have to recover it within the deadlines for enrolment.

4.6. Academic results to be entered in the online pre-enrolment procedure

a) For the preparation of the ranking referred to in art. 7, candidates must enter in the online pre-enrolment procedure the average of the marks obtained at the end of the school year preceding the year in which the high school diploma is awarded.

b) These data must also be entered by candidates who have already been awarded their high school diploma.

c) Candidates who have attended the school year preceding the year in which a high school academic qualification is awarded abroad and enrolled in the final year of a high school or who already hold a high school diploma and who have marks not expressed as a number out of 10, must first ask the high school they attend to convert them into marks out of 10.

d) Candidates who have obtained or will obtain their qualification abroad must indicate their average marks for the year preceding the year in which they obtained their qualification, using the grading or rating system used by their university of origin.

Art. 5. TOLC-E or English TOLC-E

5.1. General information

a) TOLC-E and English-TOLC-E tests are tools for the orientation and evaluation of initial skills, delivered on a computerised platform and managed by the Interuniversity Consortium of Integrated Access Systems (CISIA). These are individual tests, that differ from student to student, made up of questions automatically and randomly selected from the CISIA TOLC database using proprietary software, created and managed by CISIA. All the TOLC tests generated, of the same type, are of the same difficulty level. The CISIA TOLC database, containing the questions used in the tests, is protected and validated by scientific commissions specifically established by CISIA.

b) Students enrolled in the fourth or fifth year of high school or have already been awarded a diploma are admitted to sit the TOLC test.

c) The TOLC test can be repeated, but only once a month (calendar month).

d) For the purposes of the selection of this call, the best score of all TOLC- E and English TOLC-E tests taken will be considered.

e) The CISIA website (www.cisiaonline.it) offers TOLC test simulations and provides special manuals and mentors to prepare for the test (http://www.cisiaonline.com).

5.2. TOLC modes

TOLC-E and English-TOLC-E can be sat in both the following modes:

- **TOLC at the University**, every participant sits the test in apposite IT classrooms provided by the University, via CISIA IT platform

- **TOLC@CASA (TOLC at home)** every participant sits the test at home, through CISIA IT platform, in virtual, safe and controlled classrooms, where every candidate can be identified and can take the test independently.

5.3. Test subjects

a) The TOLC-E is made up of 36 questions (13 logic, 10 verbal comprehension and 13 maths). There are also 30 questions in English, whose results do not affect the score for the admission covered by this call.

b) The English TOLC-E is made up of 36 questions (13 logic, 10 verbal comprehension and 13 maths).

c) The questions on Logic and Verbal Comprehension test the candidates' aptitude rather than ascertaining knowledge acquired at high school. Therefore, they do not require specific preliminary preparation.

d) The maths section includes Number properties and operations on numbers (integers, rational numbers, real numbers). Absolute value. Polynomials (operations, factorisation). Algebraic equations and inequalities of first and second degree or reducible to these. Powers and roots. Exponentials and logarithms. Calculations with the use of logarithms. Fractional, irrational, logarithmic and exponential rational equations and inequalities. Literal calculation. Practical resolution of simple linear systems. Cartesian coordinates. Equations of straight lines and simple geometric loci (parabola, circumference, hyperbola, ellipse). Graphs of elementary functions.

e) The TOLC-E lasts 1 hour and 30 minutes. The English section involves an additional 15 minutes; the results of the English section do not affect the evaluation outlined in this call nor does it replace any language assessments required by the degree programme for admission. This section only constitutes a sort of self-assessment for the student and makes the test more interchangeable on national level with other test centres.

f) The English TOLC-E lasts 1 hour and 30 minutes.

g) The test result, with the exception of the English language assessment section of the TOLC-E, is determined as follows:

- correct answer 1 point;
- wrong answer minus 0.25 points;
- answer not given 0 points.

Art. 6. Sitting the TOLC-E

6.1 Dates

a) It is possible to sit the TOLC test, either as TOLC at university or TOLC@CASA, in any of the University venues participating in TOLC-E: the list of participating university and scheduled administration dates can be found at www.cisiaonline.it.

b) Ca' Foscari organises TOLC-E and English TOLC-E tests in TOLC@CASA mode on the following dates:

- 26, 27, and 28 March 2024;
- 3, 4, 5, 9, 10, and 11 April 2024.

6.2. Obligations of candidates

a) To sit the TOLC @ CASA, all the students must guarantee that they have the necessary equipment and that they have followed all the instructions given in the specifications that they sign and receive by e-mail at the time of registration. These specifications can also be found in the individual TOLC profile pages.

b) Students must:

- download SEB (Safe Exam Browser) on the PC you will use to sit the TOLC test;
- test both the PC and mobile device according to the instructions received after registering for the TOLC@CASA, i.e., perform the TOLC@CASA organiser tests on the PC and the virtual classroom tests on the mobile device;
- prepare the right equipment for sitting the TOLC@CASA;
- prepare the room in which they will sit the TOLC@CASA according to the CISIA instructions;
- make sure that the PC and the mobile device are always connected during the TOLC@CASA, taking into consideration that the average data exchanged via the PC will be in the order of 50MB and those exchanged with the mobile device in the order of 1GB;
- upload a copy of an identity document to their TOLC profile, which will be viewed by the Virtual Classroom Commissioner; the uploaded file must provide a clear image and legible data, under penalty of exclusion from the TOLC@CASA.

c) In order for the TOLC@CASA to be considered valid, users must remain connected for the duration of the test, both with the PC and with the mobile device. Brief disconnections will be managed by the Virtual Classroom Commissioners, who will decide on each individual case.

d) Students must remain silent for the duration of the test to avoid disturbing the other candidates present in the virtual classroom. Students may use blank sheets of paper and a pen only. In the event of specific assigned aids, assistive devices will be permitted and therefore it may be possible to use a non-scientific calculator and/or teaching assistant.

e) The TOLC@CASA rules for students are available at the link: https://www.cisiaonline.it/area-tematica-tolc-cisia/regolamenti/regolamento-tolccasa/

6.3. Support for candidates with disabilities and candidates diagnosed with specific learningdisabilities (DSAs)

a) The test is organised by the University taking into account the individual needs of candidates with disabilities, in accordance with Italian Law no. 104/1992 and subsequent amendments and students with DSAs pursuant to Italian Law no. 170/2010.

b) Should candidates with a disabilities or specific learning disabilities wish to use individualised methods for performing theadmission test, they must submit a specific request, attaching the relevant certification, during the TOLC-E enrolment phase. Requests will be evaluated on the basis of the documentation presented. In particular:

- candidates with disabilities can sit the admission test using the necessary aids and with additional time relative to the specific disability;
- candidates with specific learning disorders (DSAs), as referred to in Italian Law no.170/2010, shall benefit from additional time for completing the admission test. In cases of particular certified serious disability, further measures are possible to ensure equal opportunities in completing the test.

c) Candidates must submit the request for aid during the online pre-registration for the TOLC and:
- state the type and degree of disability/disorder;
- specify any special features of the aid requested;
- attach a certification/diagnosis attesting to having the disability/disorder declared in .PDF format.

Art. 7. Rankings

a) Candidates shall be included only in the rankings of the degree programmes for which they have correctly pre-enrolled, following the procedures described in art. 4 above.

b) Only candidates who have passed the TOLC-E or English TOLC-E test within the deadlines set out in this call for applications shall be eligible.

c) Candidates who expressed more than one preference in the enrolment phase shall be classified in the rankings for all thechoices made but can accept the place and enrol only for the choice for which they are classified in a position of admission, inthe order of preference expressed, regardless of the position achieved in the ranking for lower preferences.

d) The ranking is drawn up for the purpose of this call based on the score obtained in the TOLC-E, excluding the score obtained in the English language section, or in the English TOLC-E.

e) In the event of a tie, priority is given to the candidate with a higher average score calculated on the basis of the criteria indicated in art. 4, point 6 above. In case of further tie, priority is given to the younger candidate.

f) The rankings shall be published on **9 May 2024** at 4 pm on the University website (www.unive.it), following the path *Academics and services> Bachelor's and Master's degrees,* selecting the chosen degree programme, then selecting *Enrol> Evaluation results*. The admission results will be linked to the pre-enrolment number received during the pre-enrolment phase. The persons concerned shall not be notified by the university in writing or by telephone.

g) The ranking will also show verification of the preparation required for access to the degree programmes in Economics at Ca' Foscari University, as specified in the art. 10.

Art. 8. Acceptance of the place

8.1.   Acceptance of the place

a) Candidates classified for admission in the ranking must accept the place through the dedicated online procedure by **13 May 2024.**

b) Applicants with international qualifications in a useful position in the ranking list will be able to proceed with the place acceptance only if they have correctly registered on apply.unive.it by the deadlines and only if their admission qualification has been deemed valid for admission to the programme.

c) The acceptance procedure consists of two steps:
- compilation of the online pre-enrolment application;
- payment of the pre-enrolment fee of €200.00. This fee is non-refundable, even in the event of failure to enrol.

d) **Compilation of the online pre-enrolment application:** candidates must log in to the Reserved Area of the website

following the procedure used for the pre-enrolment procedure and select **Immatricolazione**> corsi ad accesso programmato. After choosing the degree programme, candidates must upload a passport-size photograph in .JPG format to complete the enrolment application procedure.

e) **Payment of the pre-enrolment fee**: at the end of the pre-enrolment application, candidates will see a "payments" button for the guided payment procedure.

f) Candidates classified for admission in the ranking who do not accept the place in the manner indicated above shall be considered to all intents and purposes to have withdrawn from application.

g) Any places vacated following withdrawal shall be made available via repechage, according to the methods indicated below.

8.2. *Repechage procedure and ranking changes due to withdrawals*

a) On **21 May 2024** at **4 pm**, a notice will be published on the University website with the number of places still available.

b) Eligible candidates who have obtained a score on the test of at least 9, who have not yet accepted a place on one of the courses listed in this call for applications and who are interested in being assigned a place must submit a repechage application from **21 to 23 May 2024**, selecting the dedicated option within the reserved area under the item "Admission test".

c) The repechage ranking shall be published on the university website on **29 May 2024 at 4 pm**.

d) Candidates admitted to the repechage ranking must accept the place in the manner indicated in art. 8.1 by **3 June 2024.**

e) On **7 June 2024**, a notice shall be published on the University website showing the number of places still available and the procedures for accepting places for candidates still classified for admission in the repechage list.

8.3. *Withdrawal*

a) Candidates classified for admission in the ranking who do **not** accept the place in the manner indicated above shall be considered to all intents and purposes to have withdrawn from application but may participate in the summer selection.

Art. 9. Enrolment

9.1. *Deadlines for enrolment*

a) Candidates who have successfully accepted the place in the manner indicated above must enrol, under penalty of removal from the ranking, between **1 July** and **31 July 2024**, according to the procedures described below.

9.2. *Enrolment procedure*

a) Enrolment may only be performed according to the procedures outlined below.

b) The enrolment procedure consists of two steps:
- updating the enrolment application;
- payment of the first instalment of tuition and fee payments.

c) **Updating the enrolment application:** candidates must log in to the Reserved Area of the website in the same way as for the pre-enrolment procedure and select "Immatricolazione" (Enrolment) and click on "Modifica domanda" (Edit

application). Candidates must upload:

- where held, language certificates of proficiency in English level B1;

- for those enrolling for curricula taught in English, language certificates of proficiency in English level B2 or self-certification in cases of exemption;

- disability certification for students with degree of disability of 66% or more, with the right to exemption from universityfees, or with degree of disability of between 50% and 65%, with the right to reduced fees;

- for students with academic qualifications achieved abroad, any documentation that the candidate was unable to produce during the assessment of admission requirements through the specific online procedure apply.unive.it;

- in the case of a non-EU students residing in Italy, a copy of the residence permit;

- any other documents useful for enrolment.

d) **Payment of the first instalment of tuition and fee payments**: candidates must log in to the Reserved Area of the website Area in the same way as for the pre-enrolment procedure and select **Immatricolazione** (**Enrolment**). Candidates will see a "payments" button for the guided payment procedure. The first instalment of tuition and fee payments will be deducted from the pre-enrolment fee paid upon acceptance of the place.

e) Students who are entitled to do so may pay the already reduced amount of the first instalment in accordance with the administrative provisions available at www.unive.it/tuitionfees.

f) Once the first instalment is paid and enrolment has been completed, this amount cannot be refunded in any circumstances.

g) Non-EU students residing abroad and students with a qualification obtained abroad must also have had their academic qualifications assessed via the special online procedure and must enrol within the deadlines given in point 9.1 of this article. For information, please contact the Welcome Department (welcome@unive.it).

9.3. Completion of enrolment

a) Updating academic qualification information and paying the first instalment **do not lead to the automatic enrolment** of the student. Enrolment will be completed within **seven working days** following payment and notified via email.

Art. 10. Verification of Additional Learning Requirements (OFA) and the required language proficiency

a) Degree programmes in International Trade and Tourism (International Trade and Economics of Tourism curricula), Business Administration (Business Administration curriculum) and Economics and Business (Economics and Business curricula), require adequate knowledge of mathematics and at least B1 in English.

b) Degree programmes in Business Administration (Business Administration and Management curriculum) and Economics and Business (Economics, Markets and Finance curricula), require adequate knowledge of mathematics and at least B2 in English.

c) The TOLC-E or English TOLC-E test is used to verify the required mathematical knowledge but does not verify proficiency in English.

d) Candidates who are selected without having achieved the minimum total score of **6** out of **13** in the mathematics section of the TOLC-E or English TOLC-E may enrol, however they will be assigned an Additional Learning Requirement (OFA), to be recovered before taking the mathematics and statistics, economics, business exams, and in any case by 30 September of theyear following enrolment.

e) The procedures for recovering OFAs are available in the Section "OFA" of the webpage "Study": www.unive.it/web/en/4531/study.

f) The mathematics OFA is also considered to have been recovered if the candidate passes the SAT or GMAT with a section score of at least 535 out of 800 in the SAT Maths test or at least 42 out of 60 in the GMAT Quantitative test.

g) For the verification of possession of English proficiency of at least B1 for the degree programmes in International Trade and Tourism (International Trade and Economics of Tourism curricula), Business Administration (Business Administration curriculum) and Economics and Business (Economics and Business curriculum), exemption is granted for candidates who have been awarded one of the certificates listed or who meet the exemption requirements described in the dedicated web page (www.unive.it/language-requirements). Otherwise, students will be assigned an OFA to be recovered after enrolment and by 30 September of the following year.

h) For the verification of possession of English proficiency of at least B2 for the degree programmes in Business Administration (Business Administration and Management curriculum) and Economics and Business (Economics and Business curriculum), exemption is granted for candidates who have been awarded one of the certificates listed or who meet the exemption requirements described in the dedicated web page (www.unive.it/language-requirements). Students who fail to certify B2 proficiency in English **cannot be enrolled**.

Art. 11. Transfers, Internal Transfers, Enrolment with credit transfer

a) Transfers from other universities and internal transfers to the first year of the course are not permitted. Transfers to other universities and suspension of studies are not permitted once enrolment in the first year of the course has been completed.

b) Procedures and deadlines for enrolment with credit transfer are available on the University website (www.unive.it), following the path *Academics and services>Bachelor's and Master's degrees,* selecting the chosen Degree programme, then *Enrol> Admission.*

For information

- **Call Center:** www.unive.it/callcenter
- For information about admission and enrolment procedure, **Enrolment Unit**: www.unive.it/pag/20065/
- Information for applicants with international entry degrees, **Welcome Unit**: www.unive.it/pag/20057/
- For information and clarification about financial aid, **Financial Aid Unit**: www.unive.it/pag/20068/
- For information on enrolment with ECTS accreditation **Economic campus:** www.unive.it/pag/20074/

Venice, 7 March 2024

The Rector
Tiziana Lippiello