



Università
Ca'Foscari
Venezia

Degree in Digital Management (class L-18)

Call for Applications – Summer 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 the English TOLC-E**, test organised and managed by CISIA, by **25 July 2024**
- To take the test, register on the CISIA website (www.cisiaonline.it) and pay the pre-enrolment fee
- To take the **SAT** test, visit the website collegereadiness.collegeboard.org/sat

Pre-enrol for the selection

- Fill in the application for selection by **25 July 2024**

Upload the motivational video

- Upload your **motivational video** in English by midnight on **25 July 2024 on**: <https://h-farm.link/zzw>

Accept the place

- The **ranking** will be published on **1 August 2024**: **check** your position and, if you have been **admitted**, accept your place by **7 August 2024** by completing the **pre-enrolment application** and paying the **fees**. If you are **not admitted**, **check** from **4 pm** on **20 August 2024** for how to apply for any places still available.
- You can find procedures and deadlines in art. 9 e 10



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

- a) This call governs the enrolment procedures for the first year of the degree programme in Digital Management at the Ca' Foscari University of Venice for the Academic Year 2024/2025.
- b) 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.
- c) 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>.
- d) Candidates will be guaranteed access to the documents, in accordance with the provisions of Italian Law 241/1990 and subsequent amendments.
- e) 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

- a) In the summer selection **50 places** will be made available.
- b) There is a **total of 140 places** available for enrolment in the first year of the degree programme in Digital Management.
- c) The places made available in the spring selection, not assigned or assigned to candidates who fail to enrol by 31 July 2024, shall be made available in the summer selection.
- d) Of the total number of places indicated above, **20 places** are reserved 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, **of which 1** reserved for students of Chinese citizenship (Marco Polo Project). 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
- e) The enrolment of non-EU students resident abroad who meet the requirements set out in the M.I.U.R. note - Prot. No. 1291 of 16 May 2008 is subject to the evaluation of academic qualifications, via the special online procedure available on apply.unive.it.

Art. 3. Admission requirements

- a) 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;
 - secondary school diploma obtained abroad, provided that it is eligible for enrolment following the assessment by the relevant procedure on apply.unive.it.
- b) 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 summer selection.
- c) 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: www.unive.it/pag/12520/
- d) Enrolment also requires possession 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)

Art. 4. Selection participation procedure

- a) The selection procedure is divided into three phases:

- sit the **TOLC-E or English TOLC-E**;
- **pre-enrol** for the Ca' Foscari selection;
- upload a **motivational video** in English.

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 TOLC-E or English TOLC-E
 - payment of the test registration fee of **€30.00**
- b) To participate in the selection, the TOLC-E or English TOLC-E test must be taken by **25 July 2024**.
- c) For the purposes of this call, TOLC-E or English TOLC-E tests taken from January 2023 are valid.

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

TSAT = Total score achieved by the candidate in the SAT test

TGMAT = Total score achieved by the candidate in the GMAT test

T = Total score equivalent to TOLC-E or English TOLC-E score

$$T = 0.04186 \times TSAT - 30.977$$

$$T = 0.087097 \times TGMAT - 33.677$$

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

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

- a) To participate in the selection, candidates must pre-enrol online **from 5 June until 25 July 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. 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](http://link.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);
 - ✓ choose the degree programme in which they intend to enrol;
 - ✓ upload, where held, language certificates of proficiency in English level B2 or self-certification in cases of exemption, as in art. 4.4;
 - ✓ enter their academic results as indicated in point 4.5 below;
 - ✓ upload their CV, in Italian or English.

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

4.4. English language certificate of at least level B2

- a) In order to enrol in the Digital Management degree course, candidates must hold an English language certificate of at least level B2.
- b) The list of recognised certificates and exemptions are published on the dedicated page (www.unive.it/language-requirements);
- c) The admission test **does not** constitute verification of English language proficiency of at least level B2.
- d) 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.

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

- a) For the preparation of the ranking referred to in art. 8, 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 that in which they obtained their qualification, using the grading or marking system used in 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 a tool 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 admitted to the TOLC test are enrolled in the fourth or fifth year of high school or have already been awarded a diploma.
- 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.

5.2. TOLC modes

- a) 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

- 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.
- The English TOLC-E is made up of 36 questions (13 logic, 10 verbal comprehension and 13 maths).
- 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.
- 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.
- 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.
- The English TOLC-E lasts 1 hour and 30 minutes.
- 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 test

6.1. Dates

- 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 universities and scheduled administration dates can be found at www.cisiaonline.it.
- Ca' Foscari organises TOLC-E and English TOLC-E tests in TOLC@CASA mode on the following dates:
 - 24, 25 July 2024;

6.2. Obligations of candidates to sit the TOLC at University test

- On the day of the test all candidates must:
 - bring a printed copy of the receipt of payment and registration and a valid ID or identification card;
 - Show up in the classroom at the time indicated in the receipt of payment and registration taking care to remember the CISIA reserved area login information;
 - Login to the TOLC access page. The workstation will already be set up with the page at the access link;
- During the test:
 - No breaks are allowed. In the event of exceptional situations, the examination board will grant a break and/or manage the assistance to the candidate. If granted, a break is possible only at the end of a section and before starting the next section
 - Candidates cannot use technological tools or other media, except those necessary for participants with disabilities or DSAs for the purposes of an equal performance of the test and communicated to examination board by the competent offices. For this reason, the examination boards will collect any tool at the entrance to the classroom (recording devices, calculators, mobile phones, video cameras, or other). Candidates may use the sheet endorsed and provided by the committee and should bring only a pen.
 - Candidates are responsible for the correct conduct of the test and for any damages or fraudulent actions against the

tools made available by the university participating to the test.

- In the event of technical problems during the test candidates must immediately inform the examination board, which will provide the necessary assistance.
- c) Regulations for students to take the TOLC at University can be found by accessing the link: <https://www.cisiaonline.it/area-tematica-tolc-cisia/regolamenti/>

6.3. Support for candidates with disabilities and candidates diagnosed with specific learning disabilities (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 disabilities or specific learning disabilities wish to use individualised methods for performing the admission test, they must submit a specific request, attaching the relevant medical certification, during the TOLC 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 (30% more) 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. The DSA diagnosis must have been issued no earlier than 3 years ago by NHS structures or by accredited specialists and facilities.

Art. 7. Motivational video upload

- a) Candidates should upload their motivational videos in English by midnight on **25 July 2024** on the platform: <https://h-farm.link/zzw>
- b) Candidates should make a brief personal introduction, share ambitions, interests, relevant personal/academic/professional experiences, international experiences, the motivation in choosing the Bachelor's Degree Programme in Digital Management and explain why they should be selected; they should also follow these instructions:
- The video should be in English and have a maximum duration of 3 minutes (at least 1:30 minutes recommended);
 - The video must be renamed with "name.surname -motivational video" and uploaded in .mp4 or .mov format;
 - The video can be made with the help of a PC or smartphone (no professional equipment is needed);
 - Candidates should speak in a clear tone of voice and should use appropriate language;
 - Candidates must make sure that they record the video in a sufficiently well-lit environment with a medium close-up photographic shot;
 - The video must not include the use of the Italian language and must not show third parties.
- c) Candidates can find in the link a guide with tips to help them create their motivational video.
- d) The motivational video will be evaluated by an examining board composed by Professor Maurizio Massaro, Professor Gloria Gardenal and Professor Leonardo Maccari.
- e) The Board will assign up to 10 scores to the motivational video; the final result takes into account the candidate's motivation, experiences and curriculum.
- f) When uploading the video, the candidates should attach the same identity document with a recognisable photo used in the preliminary registration procedure at Ca' Foscari University (identity card, passport or driving license).
- g) Candidates who successfully upload their video will receive an e-mail confirming successful upload at the e-mail address indicated.
- h) It is the candidate's responsibility to ensure they have a good quality audio/video connection. It is the candidate's responsibility to ensure they have a good quality audio/video connection.
- i) In case of difficulty in uploading their video, candidates may request assistance by writing to digital-management@unive.it

Art. 8. Rankings

- a) The ranking is drawn up for the purpose of this call based on the sum of the scores obtained in the TOLC-E or in the English TOLC-E and in the motivational video referred to in art. 7.
- b) 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. 4.5 above. In case of further tie, priority is given to the younger candidate.
- c) The ranking will be published on **1 August 2024** at 4 pm on the University website at: www.unive.it/pag/20670/, following the path *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.
- d) 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. 11 below

Art. 9. Enrolment of selected students and ranking changes due to withdrawals

9.1. General principles

- a) The enrolment procedure includes the enrolment of selected students and a round of repechage for any places still available.
- b) Candidates who fail to enrol according to the deadlines and procedures provided for in this article forfeit the right to enrol.

9.2 Acceptance of the place

- a) Candidates who are selected must enrol according to the procedure described in art. 10 **from 1 to 7 August 2024**.
- b) Candidates classified for admission in the ranking who fail to enrol in the required manner shall be considered to all intents and purposes to have withdrawn from application.
- c) Any places vacated following withdrawal shall be made available via repechage, according to the methods indicated below. Candidates not already enrolled, including successful candidates and those who had not accepted the vacancy by the deadline defined under paragraph a) are entitled to submit a request for repechage.

9.3 Repechage procedure and ranking changes due to withdrawals

- a) On **20 August 2024** at 4 pm, a notice will be published on the University website with the number of places still available.
- b) Eligible candidates interested in being assigned a place must submit a repechage application **from 20 to 21 August 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 **27 August 2024** at 4 pm.
- d) Candidates admitted to the repechage ranking must accept the place in the manner indicated in art. 10 **by 29 August 2024**.
- e) On **4 September 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.

9.4 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.

Art. 10. Enrolment

10.1. 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) **Compilation of the online enrolment application** by the deadlines referred to in art. 9 above: candidates must log in to the Reserved Area of the website following the procedure used for the pre-enrolment procedure and select *Immatricolazione ai corsi ad accesso programmato*. After choosing the Master's degree programme, candidates must upload a passport-size photograph in .JPG format and the following documents:

- recognised language certificate attesting to at least level B2 in English 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 university fees, 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 special 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:** after filling the enrolment form, the candidate shall proceed by clicking on the “payments” button to receive indications on how to use the PagoPa system to pay.
- e) The payment of the first instalment must be made no later than the deadlines for acceptance of the place, as indicated in art. 9 above.
- f) Once the first instalment is paid and enrolment has been completed, this amount cannot be refunded in any circumstances.
- g) 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.
- h) 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 art. 9. For information, please contact the Welcome Department (welcome@unive.it).

10.2. Completion of enrolment

- a) The completion of the enrolment application and the payment of the first instalment mean that the place has been accepted but **do not imply automatic enrolment**, which will be completed within **seven working days** following payment and notified via email.

Art. 11. Verification of Additional Learning Requirements (OFA) and the required language proficiency

- a) In order to enrol in the Digital Management degree course, candidates must have adequate knowledge of mathematics and at least level B2 proficiency in English.
- b) The English TOLC-E test is used to verify the required mathematical knowledge but does not verify B2 proficiency in English.
- c) Candidates who are selected without having achieved the minimum total score of 6 out of 13 in the mathematics section of the 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 the year following enrolment.
- d) The procedures for recovering OFAs are available on the University website <https://www.unive.it/web/en/4531/study> under the menu *Study > OFA and Eligibility*.
- e) 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.
- f) English language proficiency at the B2 level is required for admission to the degree programme in Digital Management. Exemption is granted to candidates who have been awarded one of the certificates listed or meet the exemption requirements described on the dedicated web page (www.unive.it/language-requirements). Students who fail to certify B2 proficiency in English will normally not be eligible for matriculation.
If the enrolment deadlines of the winners do not allow any possibility of recovering any missing language requirement, the opportunity of a conditional enrollment may be granted. Students can be enrolled, paying the tuition fee, even in the absence of linguistic requirement, provided that it has to be recovered **by 24 September 2024**. In case of failure to recover the requirement, the tuition fee **will not be refunded in any circumstances and the procedure will be closed ex officio**.

Art. 12. 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/pag/20670/, following the path *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/

Ca' Foscari University will be closed for holiday from 10 to 18 August 2024: telephone, email or face-to-face answering services will not be guaranteed during this period.

Venice, 24 May 2024

The Rector
Tiziana Lippiello