



Admission to the Bachelor's Degree in Management for Business and Economics

Call for admissions to the Bachelor's Degree in **Management for Business and Economics in English Language** (Italian Degree class L-18), academic year 2020/2021.

The following places are available:

N° of places	Category
Maximum of 60 (*)	EU and EU-equated citizens ¹
Maximum of 11 (*)	Non-EU citizens residing abroad applying for a student VISA ² <ul style="list-style-type: none"> • 5 of which reserved for applicants of the exchange Marco Polo project³ • 10 of which reserved for selected students for the Double Degree with RANEPА (The Russian Presidential Academy of National Economy and Public Administration)

(*) The final quota of available places will be determined subtracting the number of admitted candidates of the selection (under Rector Decree n. 45 of 14/01/2020) from the maximum number of places and published at <https://matricolandosi.unipi.it/management-for-business-and-economics/> on:

- 13 June for non-EU citizens residing abroad applying for a student VISA
- 4 September for EU and EU-equated citizens

Furthermore, the unassigned places for the non-EU citizens' quota will be available for EU and EU-equated citizens.

The admission will be organized in a session for each category, as follows:

- Non-EU citizens residing abroad applying for a student VISA
 - application deadline on [Alice web portal](#): by 12.00 AM of 26 June 2020
 - registration deadline on [Applymscenglish](#) web portal: by 00.00 AM of 26 June 2020
 - list of applicants admitted to the interview: 3 July 2020
 - interviews: from 6 to 10 July 2020
 - ranking list publication: 14 July 2020
 - place acceptance deadline: 17 July 2020

¹ Under the Law no. 189/2002 art.26, for the purposes of these provisions, EU-equated citizens are:

- "...citizens from Norway, Island, Liechtenstein, Switzerland and San Marino Republic";
- "...non-EU citizens with a long-term visa (former resident card), or with a visa as employed or free-lance occupation, for family reasons, for political asylum, or for religious reasons";
- "... non-EU citizens having lawfully lived in Italy for at least one year and having obtained a secondary school qualification in Italy";

- "... non-EU citizens, resident anywhere, graduated at Italian School abroad or Foreign or International Schools in Italy, with a joint agreement or special provisions for recognized education qualification, under the general provisions for student entry permit";

- Candidates holding a resident permit/visa for study and already enrolled at this or another University, but having lawfully lived in Italy for at least one year, asking for a degree course change or University relocation

- Categories indicated in the Ministry circular letter "Procedure per l'ingresso, il soggiorno e l'immatricolazione degli studenti stranieri/internazionali ai corsi di formazione superiore in Italia" - "Procedures for the entry, the residency and the enrolment of foreign/international students in Higher Education in Italy". In the event of double citizenship, the Italian one prevails.

² Provisions and procedures for the admission of non-EU citizens living abroad are regulated by the Ministry circular letter of 19/2/2018. These candidates are requested to undergo and pass the Italian Language Test before the admission test, except in case of discharge.

³ Provisions and procedures for the admission to the Marco Polo Project of non-EU citizens living abroad are regulated by the Ministry circular letter "Procedure per l'ingresso, il soggiorno e l'immatricolazione degli studenti stranieri/internazionali ai corsi di formazione superiore in Italia- "Procedures for the entry, the residency and the enrolment of foreign/international students in Higher Education in Italy

- EU and EU-equated citizens
 - application deadline on [Alice web portal](#): by 12.00 AM of 1 September 2020
 - registration deadline on [Applymcsenglish](#) web portal: by 00.00 AM of 1 September 2020
 - list of applicants admitted to the interview: 7 September 2020
 - interviews: from 9 to 17 September 2020
 - ranking list publication: 18 September 2020

ADMISSION REQUIREMENTS

For EU citizens, it is required a secondary school qualification or a qualification awarded abroad, which is recognized as eligible in compliance with the existing Italian legislation. As regards non-EU citizens residing abroad applying for a student VISA, the secondary school qualification or the qualification awarded abroad has to be recognized as eligible within the enrollment deadline.

APPLICATION

Applicants are required to:

1. submit application exclusively online on Alice web portal at www.studenti.unipi.it by 12.00 AM of each application deadline.
After the application submission, the system will send a receipt marked by a unique serial number, which is the only document proving the accurate completion of registration; in the event of a dispute, only candidates that can supply the receipt are allowed to participate.
2. register personal data on the web portal at <https://applymcsenglish.unipi.it/valttnew/web/app.php/en/studenti> by 00.00 AM of each session deadline, select the Bachelor's Degree in Management for Business and Economics; upload, if any, English Language certification (at least a B2 level certificate within the Common European Framework of Reference for Languages). If not uploaded, the certification will not be assessed.

If the application is not submitted as for point 1, the registration as for point 2 is not allowed. Only online applications on the reserved web portal will be considered. After the deadline no applications will be accepted.

APPLICANTS WITH DISABILITIES

Disabled applicants, needing for auxiliary aids and additional time during the interview, may submit their request⁴ exclusively online at <http://ausili.adm.unipi.it/>, within the application deadline, in accordance with the Italian Regulation on Disability (Laws no. 104/1992, 17/1999, 118/1971 and 102/2009),

The medical and legal commission of the *Regione Toscana (Unità medico legale dell'Azienda USL Toscana Nord Ovest)* will assess the documentation annexed to the request⁵ and evaluate the possible allocation of additional time (no more than 50% of extra time) and auxiliary aids for the interview. On the basis of the medical and legal commission's opinion the Rector's Delegate for Disability and the Selection Committee will take the final decision.

APPLICANTS WITH SPECIFIC LEARNING DISORDERS (SLD)

If required, and in compliance with the Law n. 170 of 8 October 2010 and its subsequent modifications, applicants with Specific Learning Disorders (SLD) diagnosis, specifically certified no more than three years ago or after the age of 18 by local health care facilities or bodies and professionals accredited by the Regional Health Service⁵, will be allocated a 30% additional time during the interview.

The request⁴ for additional time and other possible auxiliary aids may be submitted online only at <http://ausili.adm.unipi.it/>, within the application deadline.

The medical and legal commission of the *Regione Toscana (Unità medico legale dell'Azienda USL Toscana Nord Ovest)* will assess the documentation annexed to the request evaluate the possible

⁴ Together with the request, applicants shall upload on <http://ausili.adm.unipi.it/> the related medical certificate (original or certified copy on plain paper) issued by the relevant medical committee, certifying type and/or degree of handicap. Applicants shall state and sign that the uploaded documentation is a conformed copy to the original. At any time, the University offices might verify the statement consistency. Disabled applicants residing abroad shall upload the medical certification issued in the country of origin, together with its sworn and certified translation in Italian or English language. Relevant University bodies will assess if the foreign certificate of disability or specific learning disorder is eligible in compliance with the Italian Law.

⁵ In the event applicants' certification is not recently issued and cannot be updated by the National Health Services offices, because of the epidemiological emergency, applicants are allowed to upload their owned certificate. The University might require a subsequent submission of such documentation, once the normal NHS activities will start again.

allocation of additional time and auxiliary aids for the interview. On the basis of the medical and legal commission's opinion the Rector's Delegate for Disability and the Selection Committee will take the final decision.

PRESELECTION

Before the interview, non-EU citizens residing abroad applying for a student VISA will be pre-assessed using the CGPA (Cumulative Grade Point Average) system (the student's performance will be scored from 0 to 4 as an average calculated on the basis of all courses grades). Applicants shall enter their CGPA in the relevant section at <https://applymscenglish.unipi.it/valtitnew/web/app.php/en/studenti>. The youngest candidate shall prevail in the event of equal ranking.

The list of admitted candidates, drawn up in descending order, will be available on 3 July 2020.

Admission to the interview is granted to the first 20 admitted candidates.

Before the interview, EU and EU-equated citizens will be pre-assessed by their final mark in hundredths in the secondary school final examination, that shall be entered in the relevant section on the Alice portal at www.studenti.unipi.it. Any final mark obtained abroad will be converted in hundredths.

The youngest candidate shall prevail in the event of equal ranking.

The list of successful candidates, drawn up in descending order, will be available on 7 September 2020.

Admission to the interview is granted to the first 80 successful candidates.

INTERVIEW

Admission to the Bachelor's Degree depends on the ranking list, drawn up according to the score achieved in the interview held in English language.

The Selection Committee can assign up to 60 points as follows:

- up to 30 points for background knowledge (logic, reading comprehension, mathematics);
- up to 30 points for English language proficiency (only for candidates who do not submit any certificate of English language proficiency).

Candidates will not be tested on English proficiency if submitting one of the following certificates, awarded from 1 January 2018 to the date of application submission:

- Cambridge assessment English B2 (FCE), minimum score 174
- Cambridge assessment English C1 (CAE), minimum score 174
- Cambridge assessment English C2 (CPE), minimum score 174
- Cambridge assessment English BEC Higher, minimum score 174
- Cambridge assessment English BEC Vantage, minimum score 174
- IELTS Academic, minimum score 6.5
- TOEFL IBT, minimum score 89

The Selection Committee will assess the eligibility of different English proficiency certificates provided.

The interview will be held remotely using Teams, Skype software or similar tools at the Selection Committee's discretion:

- for non-EU citizens residing abroad applying for a student VISA, the interview will be performed at Italian Embassies, Consulates or other locations identified by the Selection Committee in order to assure the fulfilment of the applicants' identification procedures. If the interview is not held at Embassies or Consulates, the candidate should exhibit to the Committee the ID submitted in the online application before starting the interview.
- for EU and EU-equated citizens, the candidate should exhibit to the Committee the ID submitted in the online application, before starting the interview.

The interview will last 15 minutes.

The applicant is in charge of ensuring the availability of the required hardware (PC, webcam) and software, and a reliable Internet connection.

The list of applicants admitted to the interview will be published along with the interviews' schedule. Failed attendance to the interview will lead to exclusion from the final ranking list.

RANKING

According to the quota of available places, enrollment is granted to EU and EU-equated citizens, as well as to non-EU citizens residing abroad, within the reserved places quota, and according to the decreasing order of score obtained in the interview.

The University will draw up two ranking lists: one for EU and EU-equated citizens, the other for non-EU citizens residing abroad.

For each category, admission to the ranking list is granted to candidates who will obtain a suitable position in the related quota of available places.

To be admitted in the ranking list, candidates have to score more than 18 in background knowledges and more than 18 in English language proficiency. The youngest candidate shall prevail in the event of equal ranking.

Ranking lists will be published at <http://alboufficiale.unipi.it> and on the web portal at <https://matricolando.unipi.it/management-for-business-and-economics/> in the section "Graduatorie" on the above scheduled dates.

No personal communication shall be provided to applicants concerning results. They are therefore required to check online their position in the ranking list.

The ranking lists will close on 31 December 2020. No ranking list replacement will follow after that date.

Candidates in an eligible position in the ranking list but not assigned with a place will not gain any right to enrol in the Bachelor's Degree Course in the following years.

PLACE ACCEPTANCE

Non-EU citizens residing abroad applying for a student Visa, if admitted, shall notify by 17 July 2020 their intention to accept the place. Place acceptance procedure will be published along with the ranking list.

ENROLMENT deadlines

Admitted candidates shall enroll by the mandatory date, which is published along with the ranking list at <https://matricolando.unipi.it/management-for-business-and-economics/>, on pain of losing the right.

In the event of waives or disqualification, the available places will be reassigned following the candidates' ranking list and the mandatory enrolment deadline will be published on the web portal at <https://matricolando.unipi.it/management-for-business-and-economics/>.

Enrollment procedures will be published along with the ranking list.

No personal communication shall be provided to applicants concerning results. They are therefore required to check online their position.

ENROLMENT OF CANDIDATES GRADUATING IN OTHER DEGREE COURSES

Admitted candidates in the process of graduating in other Degree Programmes are allowed to tentatively enrol following the above schedule. In this event, their enrolment shall be concluded by 31 December 2020.

ADDITIONAL LEARNING REQUIREMENTS (OBBLIGHI FORMATIVI AGGIUNTIVI - OFA)

Additional Learning Required are foreseen in the following cases:

- Applicants that scored from 18 to 20 in the English proficiency interview have to satisfy an Additional Learning Requirement (OFA1) passing an English language exam (6 CFU/ECTS) by the summer exam session of their first year programme degree; if not, they are not allowed to take any of second year exams.
- Applicants that scored from 18 to 20 in the background knowledge interview (logic, reading comprehension, mathematics) have to satisfy a further Additional Learning Requirement (OFA2) passing the exam "Principles of Mathematics (1 CFU/ECTS) or one of the scheduled recovery tests specified for Additional Learning Requirements (ENGLISH TOLC-E), only if in-presence recovery exam can take place. OFA2 will be satisfied, if applicants pass the ENGLISH TOLC-E with a score higher than 11,5 by the summer exam session of their first year programme degree; if not, they are not allowed to take any of second year exams

PROCEDURE RESPONSIBILITY

The person in charge of all administrative procedure is Ms. Cristiana Bertini, in compliance with the Law 241/1990, art. 4 and subsequent amendments and additions. Candidates have the right to access the acts of the admission procedure, in compliance with the terms and conditions of the existing legislation, as well as with the Law 241/1990 implementing the regulation, issued by the Rector Decree no.133, of 26 January 1995, and its subsequent modifications and additions.

PERSONAL DATA PROCESSING

Personal data provided by the candidates will be collected at the University of Pisa for the sole purposes of the present call and for potential enrolment, and will also be processed in an electronic form, in compliance with the Legislative Decree 196/2003, ("Personal Data Protection Code"), art. 13.

PUBLIC ACCESS AND INFORMATION

This call is published on the Official Journal of the University <http://alboufficiale.unipi.it> and at <http://matricolandosi.unipi.it/>

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