



Università
Ca'Foscari
Venezia

Degree in Digital Management (class L-18)

Call for Applications – Summer selection Academic Year 2022/2023



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 2022**
- 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 2022**

Upload the motivational video

- Upload your **motivational video** in English by midnight on **25 July 2022 on**: <https://h-farm.link/zzw>

Accept the place

- The **ranking** will be published on **2 August 2022**: **check** your position and, if you have been **admitted**, accept your place by **9 August 2022** by completing the **pre-enrolment application** and paying the **fees**. If you are **not admitted**, **check** from **4 pm** on **24 August 2022** 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!

If you are a candidate with an international qualification, please consult the apply.unive.it platform for more information.

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 Digital Management at the Ca' Foscari University of Venice for the Academic Year 2022/2023.
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 candidates¹ 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. In the **summer selection** 50 places will be made available.
2. There is a **total** of 140 places available for enrolment in the first year of the degree programme in Digital Management.
3. The places made available in the spring selection, not assigned or assigned to candidates who fail to enrol by 1 August 2022, shall be made available in the summer selection.
4. 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
5. 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

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;
 - secondary school qualification obtained abroad, provided it is approved for enrolment.
2. Students enrolled in the last year of high school who intend to get their diploma in the school year 2021/2022 can also participate in the summer selection.
3. EU and non-EU 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/
4. 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

1. The selection procedure is divided into **three** phases:
 - a) sit the **TOLC-E or English TOLC-E**;
 - b) **pre-enrolment** for the Ca' Foscari selection;
 - c) 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 in TOLC@CASA mode must be taken by **25 July 2022**.

¹ From now on, for the sake of simplicity, the text of this call shall use the male gender to indicate the people to whom it is addressed, even if they include both genders.

c) For the purposes of this call, TOLC-E or English TOLC-E tests taken from January 2021 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 2021 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 admission to the selection interview 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 in TOLC@CASA mode or SAT and GMAT tests.*

a) To participate in the selection, candidates must pre-enrol online from **8 June** until **25 July 2022**.

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;
- **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;
 - candidates must 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/faqsforstudents.

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) Eligible candidates must upload the language certificate attesting to at least level B2 in English, or the special self-certification form in cases of exemption, at the time of 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 tests taken at home (TOLC@CASA)

5.1. General information

- a) TOLC@CASA tests, equivalent to CISIA Online Tests (TOLC) 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. With the TOLC@CASA, the test is taken at home instead of at the university.
- b) Students admitted to the TOLC@CASA test are enrolled in the fourth or fifth year of high school or have already been awarded a diploma.
- c) The TOLC@CASA 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, English TOLC-E tests taken, including in TOLC@CASA mode, 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. 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.

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.

- b) 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@CASA test

6.1. Dates

- a) Students can also take part in the Ca' Foscari selection by sitting the TOLC@CASA organised by another university.
- b) The TOLC@CASA dates organised by Ca' Foscari and already open are:
 - 19, 20, 21 and 22 July 2022.

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:
 - 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 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 a 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

1. Candidates should upload their motivational videos in English by midnight on **25 July 2022** on the platform: <https://h-farm.link/zzw>

2. 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.

3. Candidates can find in the link a guide with tips to help them create their motivational video.

4. The motivational video will be evaluated by an examining board composed by Professor Maurizio Massaro, Professor Federica Giummolè and Professor Francesca Burigo.

5. 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.

6. 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).

7. Candidates who successfully upload their video will receive an e-mail confirming successful upload at the e-mail address indicated.

8. 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.

9. In case of difficulty in uploading their video, candidates may request assistance by writing to digital-management@unive.it

Art. 8. Rankings

1. 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.

2. 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 5 above. In case of further tie, priority is given to the younger candidate.

3. The ranking will be published on **2 August 2022** 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.

4. 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 and choice of course

- a) Candidates who are selected must enrol according to the procedure described in art. 10 **from 2 to 9 August 2022**.
- 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 **24 August 2022 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 **24 to 25 August 2022**, 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 **31 August 2022 at 4 pm**.
- d) Candidates admitted to the repechage ranking must accept the place in the manner indicated in art. 10 by **5 September 2022**.
- e) On **13 September 2022**, 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/pag/44394.
- 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

1. 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.
2. The English TOLC-E test is used to verify the required mathematical knowledge but does not verify B2 proficiency in English.
3. Candidates who are selected without having achieved the minimum total score of **4** 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.
4. The procedures for recovering OFAs are available on the University website <https://www.unive.it/pag/20670/> under the menu *Study > OFA and Eligibility*.
5. 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.
6. For the verification of at least B2 proficiency in English, 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 **cannot be enrolled**.

Art. 12. Transfers, Internal Transfers, Enrolment with credit transfer

1. 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.
2. 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 Centre:** www.unive.it/callcentre
- **Economic Campus:** www.unive.it/economic-campus

Ca' Foscari University will be closed for holiday from 13 to 21 August 2022: telephone, email or face-to-face answering services will not be guaranteed during this period.

Venice, 26 May 2022

The Rector
Tiziana Lippiello