



Università
Ca' Foscari
Venezia

Degree in Digital Management (class L-18)

Call for Applications Academic Year 2020/2021

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@CASA or the SAT

- Sit the **TOLC-E** or the **English TOLC-E at home (TOLC@CASA)**, test organised and managed by CISIA, by **midnight on 31 July 2020**
- To take the test, register on the CISIA website (www.cisiaonline.it) and pay the pre-enrolment fee
- To sit the **SAT**, go to the website collegereadiness.collegeboard.org/sat

Pre-enrol for the selection

- Fill in the application for selection by **31 July 2020**

Take the selection interview

- The list of those called to the selection interview will be published on **6 August 2020**
- The interviews will take place via Skype on **18 and 19 August 2020**

Accept the place

- The **ranking** will be published on **25 August 2020**: **check** your position and, if you have been **admitted**, accept your place by **27 August 2020** by **completing** the enrolment application and paying the first instalment of the fees. If you are **not admitted**, **check** from **4 pm** on **2 September 2020** for how to apply for any places still available
- 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!



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 2020/2021.
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 ¹ 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. There are a **total of 120** places available for enrolment in the first year of the degree programme in Digital Management.
2. Of the total number of places indicated above, **30 places** are reserved for non-EU students residing abroad who meet the requirements of the M.I.U.R. note - Prot: 1291 of 16 May 2008: **20 places**, **2** of which reserved for students of Chinese citizenship (Marco Polo Project). Different forms of selection may be envisaged, whose procedures shall be communicated via email to the persons concerned.
3. The registration of non-EU students residing abroad 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 evaluation of academic qualifications, via the special online procedure 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 recognized 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 2019/2020 can also participate in the selection. The admission requirements must be achieved in any case within the deadlines set for the enrolment of the successful candidate, as indicated in art.9 below.
3. Enrolment also requires possession of at least level B2 in English. The list of recognized 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 @ CASA**;
 - b) **pre-enrolment** for the Ca' Foscari selection;
 - c) sit a selection interview via Skype.

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@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 midnight on **31 July 2020**.
- c) For the purposes of this call, TOLC-E or English TOLC-E tests taken from January 2019 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.

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) 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

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

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

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 by **31 July 2020**.
- b) The online pre-enrolment procedure includes:
 - **registration** on the university website (www.unive.it/registration): this involves entering personal details, residence and possible domicile information. At the end of the registration, a Username and a password will be assigned, with which the candidate will be able to access the Reserved Area, **starting from the following day**, for the subsequent registration phase;
 - **enrolment for selection**, by logging in to the Reserved Area of the website www.unive.it and selecting **Admission test**. 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;
 - provide a Skype address for the interview;
 - 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.
- d) Candidates who already have a username and password for the Reserved Area (for example, former University students or candidates already pre-enrolled in other university selections) skip this first phase.
- e) Once the online procedure has been completed, candidates shall receive a confirmation email at the email address provided during registration.
- f) 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.
- g) 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 recognized 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 110, must first ask the high school they attend to convert them into marks out of 10.

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 computerized 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 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 for each macro-period (from 19 May to 30 June, from 1 July to 31 July).
- 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, factorization). 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:

- 27 and 29 May;
- 5 and 8 June.

c) Further TOLC@CASA dates will be scheduled in July and will be published on the University website <http://www.unive.it/degree/et7> following the path *Enrol*> *Admission*.

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 (in Italian) at the link: <https://www.cisiaonline.it/regolamento-tolccasa-per-studenti-e-studentesse/>

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 individualized 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. Conducting the selection interview via Skype

1. On **6 August 2020**, the list of those called to take the selection interview will be published on the university website at: www.unive.it/degree/et7, following the path *Enrol> Evaluation results*. The results of the TOLC-E or English TOLC-E will be associated with the pre-enrolment number indicated during selection pre-registration.
2. The first 240 candidates identified on the basis of the score obtained in the TOLC-E or English TOLC-E will be admitted to interview.
3. The list of those admitted to interview will also display the day and time of the interviews, which will be held via Skype on **18 and 19 August 2020**. The date and time of the interview cannot be changed.
4. The examination board responsible for conducting the interviews will be appointed with a subsequent provision.
5. The examination board will attribute up to a maximum of **10 points** to the interview, which will focus on the evaluation of the candidates' motivation and professional and academic CVs.
6. On the day of the interview, candidates must show the identification document with recognizable photo that they uploaded during the pre-enrolment for selection at Ca' Foscari (identity card, passport or driving licence).
7. The candidates are responsible for ensuring they have good quality audio/video connection.

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 interview 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 4 above. In case of further tie, priority is given to the younger candidate.
3. The ranking will be published on **25 August 2020 at 4 pm** on the University website at: www.unive.it/degree/et7, 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 repechage procedure 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. Enrolment of selected students

- a) Candidates who are selected must enrol according to the procedure described in art. 10 **from 25 August to 27 August 2020**.
- 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.

9.3. Repechage procedure and ranking changes due to withdrawals

- a) On **02 September 2020** 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 **2 to 03 September 2020**, 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 **10 September 2020 at 4 pm**.
- d) Candidates admitted to the repechage ranking must accept the place in the manner indicated in art. 9 by **15 September 2020**.
- e) On **22 September 2020**, 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:
 - compilation of the online pre-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 using the username and password assigned at the end of the registration procedure and select *Immatricolazione > corsi ad accesso programmato*. After choosing the degree programme, candidates must upload a passport-size photograph in .JPG format and the following documents in order to complete the enrolment application procedure.
 - language certificates of proficiency in English level B2;
 - 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 of €3,000.00:** at the end of the enrolment application, candidates will see a "payments" button for the guided payment procedure.
- e) Students with an Equivalent Financial Situation Index (ISEE) lower than €30,000.00 will benefit from a reduced first instalment if they have obtained an **ISEE certificate for financial aid for the right to university education** and have completed and submitted the **online application for financial aid** in your reserved area at least 5 days before the deadline for filling in the enrolment application as per art.9 above.
- f) 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.
- g) Once the first instalment is paid and enrolment has been completed, this amount cannot be refunded in any circumstances.
- 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 finalised by the Enrolment Department 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 **3** 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 www.unive.it/degree/et7, 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
- Economics campus: contacts and opening hours www.unive.it/pag/20074

The Ca' Foscari departments will be closed from 10 to 16 August 2020: during this period, responses by telephone, email or in person are not guaranteed.

Venice, 15 May 2020

The Rector
Michele Bugliesi