



Università
Ca' Foscari
Venezia

Master's Degree in *Management* (LM-77)

Call for applications – Summer selection
Academic Year 2019/2020



The **4** steps to avoid losing your place

Get
updated

- **Read** the Call for applications carefully!

Register
for the test

- **Fill in** the application for registration in the test and **pay** the pre-registration fee
- Find the procedures and deadlines in art. 4

Take the
test

- The test is convened at **10.00** on **Tuesday 23 July, 2019**, at the venue of **San Giobbe**: if you do not know how to get there, find out at a www.unive.it/maps
- Remember to bring a **valid identification document**

Accept the
place

- On **6 August, 2019** the **ranking list** will be published: check your position and if you have been admitted accept the place by **21 August 2019** filling in the pre-registration application and paying the fee. If you have **not been admitted**, check from **16.00** on **27 August, 2019**, on how to accept the places that are still available
- Find procedures and deadlines in art. 8



Respect the deadlines

If you do not respect all the deadlines and indications provided by the call for applications, you will not be able to enrol: do not take the risk and enter them immediately in the calendar of your smartphone or tablet!

Art. 1. Purpose of the call for applications and general principles

1. This call for applications regulates the enrolment procedures for the first year of the Master's Degree Program in Management of the Ca' Foscari University of Venice for the academic year 2019/2020.

2. Once enrolment in the master's degree has been completed, the suspension for enrolment in another course of study, the outgoing transfer and internal transfer are not allowed for the first year of the course.
3. The personal data provided by the candidates will be processed, in hard copy or electronic format, according to the regulations in force and reported 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 Law 241/1990 and subsequent amendments.
5. Candidates are invited not to wait for the last days before the deadlines regulated by this call for applications to carry out the admission procedures to the degree courses in question. The University assumes no responsibility for any malfunctions due to technical problems and/or overload of the communication line, and/or systems, or for any errors attributable to third-party events, to unforeseeable circumstances and force majeure.

Art. 2. Available places

Summer selection of 23 July 2019

1. The places available in the summer selection are:

- 25 for the Accounting and Finance curriculum;
- 25 for the International Management curriculum;
- 25 for the Innovation and Marketing curriculum.

2. The total places available for enrolment in the first year are:

- 70 for the Accounting and Finance curriculum;
- 70 for the International Management curriculum;
- 70 for the Innovation and Marketing curriculum.

3. The places made available in the spring selection, not assigned or assigned to candidates who do not enrol by the 25 July 2019 deadline, will be made available in the summer selection.

4. With respect to the total number of places indicated above, to non-EU students residing abroad who meet the requirements set forth in the M.I.U.R. - Prot. N. 1291 of 16 May 2008 are reserved:

- 10 places for the Accounting and Finance curriculum;
- 10 places for the International Management curriculum;
- 10 places for the Innovation and Marketing curriculum.

Different forms of selection may be envisaged, the methods of which will be communicated via e-mail to the persons concerned.

5. The enrolment of non-EU students residing abroad in possession of the requirements set forth in the M.I.U.R. - Prot. N. 1291 of 16 May 2008 is subject to the assessment of the admission title, through the specific on-line procedure apply.unive.it

Art. 3. Admission requirements


1. With the exception of the provisions of the following paragraph, the following qualifications are required for admission:

- degree;
- degree of the old system (before DM 509/1999) or university diploma;
- for students with a foreign qualification: at least a three-year degree, subject to evaluation of the studies carried out by the competent teaching committee.

2. Those who are not in possession of the qualifications referred to in the previous paragraph may also participate in the selection. Enrolment in the master's degree program covered by this announcement will in any case be subject to **the attainment of the degree within the time frame established by art. 9 of this call for applications for the completion of the enrolment itself.**

3. For enrolment purposes, the possession of an English language certification of at least B2 level is also required. The list of recognized certifications and exemption cases are available on the specific web page (www.unive.it/conoscenze-linguistiche).

Art. 4. Admission procedure

 Verify the correct completion of all the phases of the online pre-enrolment procedure and pay the pre-enrolment fee of 30.00 Euro by July 15, 2019. Applications submitted on dates after the deadline or in different ways will not be taken into consideration. as provided in this article.

4.1. Online pre-registration

a) To participate in the selection, it is necessary to pre-register online by **12.00 on 15 July 2019**.

b) The online pre-registration procedure includes:

- **registration** on the University website (www.unive.it/registrazione): consists of entering your personal data, residence and, if applicable, domicile. At the end of the registration, a User name and a password will be assigned, with which the candidate can access the Reserved Area, **starting from the following day**, for the next registration phase;
- **registration for the selection**, by accessing the Reserved Area of the site www.unive.it and selecting the **Admission Test** function. In particular, with this procedure, the candidate:

- must indicate the details of a valid identification document and upload them (identity card, passport or driving license);
 - must indicate up to a maximum of two curricula for which they intend to register (see point 4.2);
 - indicate their scholastic results as indicated in the following point 4.3;
 - will view the button to pay the pre-enrolment fee (see point 4.4);
 - will have to print the participation receipt for the admission test which shows the pre-enrolment number that will be used to publish the results of the ranking. The pre-registration procedure is not completed without the pre-enrolment receipt being printed.
- c) The candidate must also upload:
- self-certification of degree with exams, or registration with exams if they are a graduating student, signed (in which are indicated: University in which the title was attained, class and degree course, graduation date and grade, exams taken with the related scientific sector - specifications and weight in credits);
 - if possessed, a recognized linguistic certification attesting knowledge of the English language of at least B2 level or the specific self-certification model for exemption cases.
- d) If the candidate already has the credentials to access the Reserved Area (for example, as a former University student or because the candidate has already pre-registered for other University selections) they must skip the first phase.
- e) The confirmation of correct registration in the selection takes place once the online procedure has been completed, through the sending of an e-mail to the candidate to the e-mail address declared during registration.
- f) Once the pre-registration procedure has been completed, changes can be made only in the selection of curricula, no later than **12.00 on 15 July 2019**.
- g) Should the candidate encounter difficulties in the pre-registration procedure, they can send a request for assistance to the Enrolment sector, from the page of the University website: www.unive.it/aiutostudenti.

4.2. Choice of curricula

- a) During the pre-registration phase it is possible to choose **up to a maximum of two curricula** for which to take the admission test.
- b) The choice of curricula for which the admission test can be taken can only be modified by **12.00 on 15 July 2019**. Candidates who wish to make changes to the preferences expressed must complete the application form again in full by clicking the "modify registration" button.

4.3. Scholastic results to be included in the online pre-registration procedure

- a) For the elaboration of the ranking list referred to in art. 7, the candidate must include in the online pre-registration procedure:
- if graduated, the degree grade obtained;
 - if graduating, the weighted average of the grades of the exams taken.

4.4. Pre-registration fee

- a) The payment function is activated at the end of the online pre-registration procedure: the candidate will see a "payments" button through which they can obtain the instructions for making the payment.
- b) The pre-registration fee, equal to 30.00 Euro, must be paid after completing the online pre-registration procedure (see previous point a).
- c) Payment methods other than those indicated above are not accepted.
- d) The pre-enrolment fee will not be reimbursed under any circumstances.

4.5. Assistance for disabled candidates and candidates with a SLD diagnosis

- a) The test is organized by the University taking into account the individual needs of candidates with disabilities, according to law n. 104/1992 and subsequent amendments and of students with SLD pursuant to law n. 170/2010.
- b) If the candidate with disabilities or with specific learning disabilities wants to take advantage of individualized methods for the admission test, they will have to make a specific request, attaching the appropriate certification. Based on the documentation submitted, the requests will be evaluated. In particular:
- the candidate with disabilities will be able to take the admission test with the use of the necessary assistance and in additional time in relation to the specific disability;
 - the candidate with a diagnosis of specific learning disabilities (SLD), as per law n. 170/2010, will be able to take advantage of an additional time compared to the one set for the admission test. In the case of particularly serious certified condition, further measures are possible to guarantee equal opportunities in the performance of the tests themselves.
- c) The candidate must present the request for help during online pre-registration; in particular, the candidate must:
- declare the type and percentage of disability/disturbance;
 - specify any notes on the particularity of the requested assistance;
 - attach a certification / diagnosis attesting to the possession of the disability / disorder declared in pdf format.
- d) In order to guarantee the provision of the service, it is preferable that the applicants requesting the assistance carry out the pre-registration by **8 July 2019**.
- e) For information, contact the University Disability and SLD Service by writing to disabilita@unive.it.

Art. 5. Admission test

5.1. Topic and score of the test

- a) The test consists of **3 parts**:
- 1) **fatal questions** - 5 questions;
 - 2) **basic contents** - 35 questions;
 - 3) **specialized contents**, specific to each master's degree course - 10 questions;
- b) All questions will include multiple choice closed answers and the maximum duration of the test will be 50 minutes (60 minutes for those participating in the selection for two curricula).
- c) The score will be given as follows:
- 1) for the **fatal questions**: 1 point for the correct answer, - 5 points for the answer not given or incorrect or multiple;
 - 2) for **basic contents** and **specialized contents**: 1 point for the correct answer, -0.25 for the wrong or multiple answer, 0 points for the answer not given.
- d) The ranking list will be drawn up with a score ranging from 0 to 50.
- e) Contents and methods of performance:
- 1st part – fatal questions**
- The questions, one per topic and the same for the three master's degree courses covered by this call for applications, will cover the following topics:
- Accounting / Budget analysis;
 - Cost analysis and management control;
 - Business Management;
 - Marketing;
 - Finance.
- 2nd part – basic contents**
- The questions, the same for the three master's degree courses covered by this call for applications, will cover the following topics:
- Accounting, Budget Analysis, Cost Analysis and Management Control;
 - Business management, Marketing and Strategy;
 - Finance;
 - Organization, Human Resources Management;
 - Banking intermediaries and financial markets.
- 3rd part – specialized contents**
- The questions, specific to each curriculum, will cover the following topics:
- For the *Accounting and Finance* curriculum:
- Finance;
 - Accounting, Budget Analysis;
 - Cost analysis and management control.
- For the *International Management* curriculum:
- Cost Analysis and Management Control;
 - Business management, Strategy.
- For the *Innovation and Marketing* curriculum:
- Business management, Strategy;
 - Marketing.
- g) The site of the Master's degree course in which you want to subscribe, on the Menu *Register > Admission* a bibliography to prepare to prepare for the sitting of the admission test will be published.
- f) The written test will be administered in English.

Art. 6. Admission test procedure

6.1. Venue and time

- a) The admission test is **scheduled** for **10.00** on **Friday 23 July 2019**.
- b) The test will take place in the San Giobbe venue in the classroom which will be indicated on the day of the test by means of special signs posted at the entrance of the venue.

6.2. Documents to be presented on the day of the test

- a) The candidate must arrive at the test with the original of the valid identification document (identity card, passport or driving license) which they indicated during the pre-registration phase for the selection.

6.3. Obligations of the candidates

- a) Access to the test is not permitted after the start of the test.
- b) During the tests, candidates are not allowed to communicate with each other verbally or in writing, or interact with others, except with the supervisors. Candidates will not be able to keep bags or backpacks, books or notes, paper, mobile phones, calculators or other electronic instruments with them; those in possession of these items must deposit them at the Commission desk before the start of the test. The candidate found in possession of the aforementioned items will be excluded from the test. During the test, invigilators will be present in the classroom with the task of enforcing the rules indicated above.
- c) Candidates are obliged to remain in the classroom until the time allowed for the test has expired.

d) Failure to comply with the instructions that will be given prior to the delivery of the test will result in the cancellation of the test.

Art. 7. Ranking list

1. Candidates will be included only in the ranking lists of the curricula to which they have correctly registered, following the procedures described in art. 4. The results of the admission test will be associated with the pre-enrolment number obtained during the pre-registration phase for the selection.

2. Only candidates who acquire at **least 5 total points** in the admission test referred to in article 5 will be eligible for the ranking list.

3. The rankings of the admitted candidates for each curriculum are drawn up exclusively on the basis of the score obtained in the test. In the event of equal placement, priority will be given to the graduate candidate with respect to the graduating candidate at the time of pre-enrolment. In case of equal merit among graduates, the candidate with the highest degree score will be given priority and in case of equal merit among graduating students, priority will be given to the candidate with the highest weighted average of the scores in the exams taken. In case of further parity, the younger candidate is given priority.

4. The candidate who has expressed two preferences during the enrolment phase of the test will be present in the rankings of both the chosen curricula and will be able to accept the place and enrol only in one of the curricula in which they are in an advantageous position.

5. The University will not make written or telephone communications to interested parties.

6. The ranking lists will be published on **6 August 2019 at 16.00** on the University website (www.unive.it), following the thread *Teaching > Bachelor and master's degrees*, selecting the chosen master's degree course, the menu *Register > Evaluation results*. The University will not make written or telephone communications to interested parties.

7. The ranking will also give emphasis to personal competence, the minimum curricular requirements required for access to the master's degree courses referred to in this announcement and the compulsory language skills required, as specified in art. 11.

Art. 8. Enrolment of winners and scrolling of the ranking lists

8.1. General principles

a) The enrolment procedure provides for the registration of the winners and a repechage procedure for any places still available.

b) Candidates who do not enrol according to the deadlines and the procedures set out in this article will lose the right to enrol.

8.2. Enrolment of winners

a) Candidates declared winners must enrol in the manner described in art. 10 **from 6 August to 21 August 2019**.

b) Candidates in advantageous positions in the admission rankings who do not enrol according to the procedures envisaged will be considered for all effects as having renounced their place.

c) The places that may be vacated following a renouncement will be made available by repechage, in the manner indicated below.

8.3. Procedure for the repechage and scrolling of the ranking lists

a) On **27 August 2019 at 16.00** a notice will be published on the University website with the number of places still available.

b) The suitable candidates interested in the assignment of the post must submit the application for repechage from **27 August to 29 August 2019**, selecting the appropriate option within their own reserved area under the "Admission test" item.

c) On **3 September 2019 at 16.00** the repechage rankings will be published on the University website.

d) Candidates admitted to the repechage rankings must accept the place by enrolling in the manner described in art. 9, by **5 September 2019**.

e) On **11 September 2019**, a notice will be published on the University website with the number of places that may still be available and with the procedures for accepting the places for the candidates still in an advantageous position in the repechage rankings.

8.4. Place waiver

a) Candidates in advantageous positions in the admission rankings who do not accept the place according to the aforementioned procedures will be considered as having renounced their place.

Art. 9. Acceptance of the place and enrolment of graduating students in the autumn session of the academic year 2018/2019

9.1. Acceptance of the place and choice of the course

a) Graduating candidates in the autumn session of the academic year 2018/2019, in an advantageous position in the admission rankings, must accept the place through the specific online procedure within the deadlines set forth in article 8.

b) **With the acceptance of the place the candidate expresses the choice of the master's degree course in which to enrol:** enrolment in a different master's degree course, even if the candidate has included it among the preferences in the phase of pre-registration, will not be subsequently allowed.

c) The acceptance procedure consists of two steps:

- payment of the pre-enrolment fee of 200.00 Euro. This fee is not refundable, even if the candidate does not enrol;
- completion of the online pre-enrolment application.

d) **Payment of the pre-enrolment fee:** takes place exclusively online with a Visa or Master Card by connecting to the University website page: www.unive.it/pagamenti-programmati-magistrali.

e) **Completion of the online pre-enrolment application:** it is necessary to access the reserved area of the website with the Username and password assigned at the end of the registration procedure and select the Enrolment function for programmed access courses. Once the degree course has been chosen, the procedure for completing the enrolment application requires the obligatory upload of the passport-sized photograph with a .jpg extension and a copy of an identity document.

f) Candidates in an advantageous position in the admission rankings who do not accept the place according to the methods indicated above will be considered as having renounced their place.

9.2. Enrolments

a) Graduating candidates in the autumn session of the 2017/2018 academic year, who have accepted the place correctly, must complete the enrolment, once they have obtained the admission qualification, in the period between **November 18, 2019** and **December 16, 2019**, in the manner described in the art. 10.

Art. 10. Enrolment

10.1. Enrolment procedure

a) Enrolments are not permitted with methods other than those indicated below.

b) The registration procedure consists of two steps:

- completion of the online enrolment application;
- payment of the first instalment of university fees.

c) **Completion of the online enrolment application, within the deadlines referred to in art. 8:** it is necessary to access the reserved area of the website with the Username and password assigned at the end of the registration procedure and select the Enrolment function for programmed access courses. Once the degree course has been chosen, the procedure for completing the enrolment application requires the mandatory upload of the passport-size photograph with .jpg extension and the following documentation:

- linguistic certification, or the appropriate self-certification model for exemption cases, which certifies knowledge of the English language at B2level;
- in the case of students with disabilities equal to or greater than 66%, with the right to exemption from the payment of university contributions, or with a percentage of disability between 50% and 65%, with the right to a reduction, the certification attesting to the disability;
- in the case of a student with a qualification obtained abroad, any documentation that the candidate was not able to produce during the evaluation of admission qualifications through the specific online procedure apply.unive.it;
- any other documents useful for enrolment;
- self-certification of graduation with exams, only for those who participated in the selection as undergraduates.

d) **Payment of the first instalment of university fees:** it is necessary to access the reserved area of the website with the Username and password assigned at the end of the registration procedure and select the **Enrolment** function. The candidate will see a "payments" button through which they can obtain the instructions for making the payment. The amount of the first instalment of university tuition and fees will be deducted from the pre-enrolment fee paid upon acceptance of the place.

e) Students with an ISEE of less than € 20,000.00 will be able to pay the amount of the first reduced instalment if they have obtained the **ISEE certification for the facilitated services for the right to university study** and fill in and send the **online support request** in their reserved area at least 5 days before the deadlines for completing the enrolment application referred to in articles 8 and 9.

f) The return of the first instalment of university tuition and fees, once the enrolment has been paid for and completed, is not permitted in any way.

g) Non-EU students residing abroad and students with qualifications obtained abroad must have their admission qualifications evaluated using the appropriate online procedure and must enrol by the deadlines set forth in point 9.1 of this article. For information, contact the Welcome Sector (welcome@unive.it).

10.2. Enrolment completion

a) The updating of the data relating to the attainment of the qualification and the payment of the first **instalment do not automatically entail the student's enrolment**. Enrolment will be completed within seven working days after payment and notified by email.

Art. 11. Verification of the curricular requirements necessary for admission to master's degree courses

1. Admission to a master's degree course requires adequate personal competence and specific curricular requirements.

2. For admission to the master's degree course, which is the subject of this call for applications, personal competence is verified through the admission test. The candidate who obtains at least **5 points** in the admission test is therefore in possession of the personal competence.

3. For all master's degree courses, the subject of this announcement, the minimum curricular requirements required at the time of enrolment are fulfilled by graduates from degree classes L-18 and L-33 ex D.M. 270 / 04, of the classes L-17 and L-

28 ex DM 509/99 and/or four-year degree equivalent. Graduates from other degree classes must have acquired at least 60 ECTS credits distributed as follows:

- 20 ECTS for the business area (in the SECS-P / 07-08-09-10-11 areas);
- 40 credits in the following areas, with at least one exam for each of the three areas:
 - economic area - sectors SECS-P / 01-02-03-04-05-06-12;
 - legal area - sectors IUS / 01-04-05-07-09-10-12-13-14;
 - statistical/mathematical area – sectors MAT / 02-03-05- 06-08-09 and SECS-S / 01-03-06.

4. To be admitted to the master's degree courses, which are the subject of this announcement, knowledge of English at the B2 level is required upon enrolment. Those who have obtained one of the certifications listed or who fall within the exemption cases described in the specific web page (www.unive.it/conoscenze-linguistiche) are exempt from the verification requirement. Students who do not certify their knowledge of English at the B2 level at the time of enrolment **cannot be enrolled**.

Art. 12. External transfers, Internal transfers, Enrolment with recognition of credits

1. Transfers from other universities and internal transfers in the first year of master's degree courses covered by this announcement are not permitted. Transfers to other universities are not permitted, once enrolment in the first year of the course has been effectuated.

2. All those who intend to enrol with a credit recognition must still participate in the selections covered by this call for applications:

- Candidates who will be recognized up to **47 ECTS**, if admitted in the rankings referred to in Article 7 of this call for applications will be able to enrol, in the manner indicated in articles 8 and 9, in the first year of the course;
- Candidates who will be recognized from **48 ECTS** credits will not be placed in the rankings referred to in art. 7 of this call for applications and may enrol on the basis of places available in the second year of the master's degree courses covered by this call for applications.

The procedures and deadlines for enrolment with credit recognition can be consulted on the University website www.unive.it/immatricolazioni.

3. Procedures and deadlines for enrolment with credit recognition can be found on the University website (www.unive.it), following the *Teaching > Bachelor's and Master's degrees*, by selecting the chosen Degree course, following the course *Register > Admission*.

For information

- **Call Center:** T 041 234 7575, every day from 9.00 to 13.00, Monday and Wednesday also from 14.00 to 16.30
- **Orientation Service:** Ca 'Foscari, Dorsoduro 3246, 30123 Venice - T 041 234 7540 - 7968 - 7936 - 7516 - E-mail orienta@unive.it
Opening times for the public (by appointment): Tuesday, Wednesday and Friday 9.30 -12.30 , Wednesday also 14.30 -16.30
- **Economic Campus:** San Giobbe, Cannaregio 873, 30121 Venice - T 041 234 9107 - 9205 - 9206 - 9208 - 9226 - E-mail campus.economico@unive.it - Opening hours to the public (by appointment): from Tuesday to Friday 9.30 - 12.30

The main Ca 'Foscari offices will be closed from 10 to 18 August 2019: during this period, telephone, email or direct services are not guaranteed.

Venice, 6 June, 2019

The Rector
Prof. Michele Bugliesi

