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

Call for Applications – Summer selection
Academic year 2021/2022

The *4* moves to ensure you keep your place

Get all the information	• **Read** the Call carefully!
Register for the test	• **Fill in** the test registration application and **pay** the pre-registration fee • You can find procedures and deadlines in art. 4
Sit the test	• The test will take place on the morning of Wednesday **21 July 2021**, you can find all the technical information in this call
Accept the place	• the **ranking** will be published on **4 August 2021**: **check** your position and whether you have been **admitted**; accept the place by **17 August 2021 by filling out** the enrolment form and paying the first instalment of the fees. If you have **not been admitted**, **check** the results of possible ranking changes due to withdrawals from **4 pm on 24 August 2021** • You can find procedures and deadlines in art. 8, 9 and 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 Master's degree programme in Management at the Ca' Foscari University of Venice for the Academic Year 2021/2022.

2.   Once enrolment in the Master's 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

⚠️ *Summer selection of 21 July 2021*

1.   **The places available in the summer selection are as follows:**
   - **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 as follows.
   - **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 fail to enrol by 30 July 2021, shall be made available in the summer selection.

4.   **Of the total number of places indicated above**, the following 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:
   - **13 places** for the Accounting and Finance curriculum;
   - **14 places** for the International Management curriculum;
   - **13 places** for the Innovation and Marketing curriculum.

Different forms of selection may be envisaged. Further information can be found in the course descriptions on the website dedicated to international students: apply.unive.it.

5.   The enrolment 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 available at **apply.unive.it**.

Art. 3. Admission requirements

1.   Except as provided for in the following paragraph, admission is subject to possession of one of the following academic qualifications:
   - degree;
   - degree under the old university system (before Ministerial Decree 509/1999) or university diploma;
   - for students with a qualification obtained abroad: at least a three-year degree, subject to evaluation of the studies completed by the competent Educational Board.

2.   Those who do not possess the qualifications referred to in the previous paragraph may also participate in the selection. Enrolment on the Master's degree programmes covered by this call shall in any case be subject to **graduating within the deadlines established by art. 9 of this call for the completion of enrolment.**

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: https://www.unive.it/pag/12520/

4.   Enrolment also requires possession of at least level B2 in English. The list of recognised certificates and exemptions

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[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.

are published on the dedicated page (www.unive.it/language-requirements).

Art. 4. Admission procedure

⚠ *Check that all phases of the online pre-enrolment procedure have been completed correctly and pay the pre-enrolment fee of €30,00 by 8 July 2021. Applications submitted after the deadline or using methods other than those foreseen by this article shall not be considered.*

4.1. Online pre-enrolment

a) Online pre-enrolment can be performed on the university website from **9 June 2021 and must be completed by 12 noon on 8 July 2021.**

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:
    o those who already have a student number and password (because they are former students of the university) can log in with these credentials;
    o 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/
    o 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 logging in to the Reserved Area of the website www.unive.it and selecting *Admission test*. To perform this procedure, in particular:

    o candidates must enter the details of a valid identification document and upload a copy (identity card, passport or driving licence);
    o candidates must indicate a maximum of two Master's degree curricula for which they wish to enrol (see point 4.2);
    o candidates must enter their academic results as indicated in point 4.3 below;
    o the pre-enrolment fee payment button will be displayed (see point 4.4)
    o candidates must print the receipt for enrolment for the admission test which shows the pre-enrolment number that will be used in the final ranking publication. The pre-enrolment procedure is completed only by printing the pre-enrolment receipt.

c) Candidates must also upload:

- signed self-certification of degrees with exams, or of enrolment with exams for undergraduates (which includes: University of graduation, degree class and programme, graduation date and mark, exams taken with relative subject area, weight in credits and mark);
- where held, a recognised language certificate attesting to at least level B2 in English or the special self-certification form in cases of exemption.

d) Once the online procedure has been completed, candidates shall receive a confirmation email at the email address provided during registration.

e) Once the pre-enrolment procedure has been completed, changes may only be made to the choice of curricula of the Master's degree programmes and no later than 12 noon on 8 July 2021.

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.

4.2. Choice of curricula

a) During the pre-enrolment phase, candidates can choose **a maximum of two curricula** for which they wish to take the admission test, expressing an order of preference (1st and 2nd choice) that will be binding for enrolment purposes.

b) If the candidates are not classified for admission is the ranking of their 1st choice, their position in the 2nd choice ranking will be considered.

c) The choice of curricula of the Master's degree programme for which to take the admission test can only be changed up to12 am on 8 July 2021. Candidates who wish to change their preferences can click on "Edit enrolment" and must fill out the application in full again.

Example: Mario Rossi chose to compete for the Accounting and finance curriculum (1st choice) and the Innovation and marketing curriculum (2nd choice).

Were Mario classified for admission in the rankings for both choices, he would only be admitted to the Accounting and finance (1st choice) curriculum and his successful placement in the Innovation and marketing (2nd choice) ranking would be cancelled. Mario would then be able to accept the place and register for the Accounting and finance (1st choice) curriculum only. Were he not admitted to the Accounting and finance (1st choice) curriculum but admitted to the Innovation and marketing (2nd choice) curriculum, he could:

- ***accept*** *the place in the Innovation and marketing curriculum (2nd choice): in this case the student must*

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subsequently complete the enrolment process, failing which they will be disqualified from the Innovation and marketing curriculum (2nd choice) and may not under any circumstances apply to transfer to the Accounting and finance curriculum (1st choice);

- **not accept** *the place for the Innovation and marketing curriculum (2nd choice) and compete for any places that may become available following ranking changes due to withdrawals.*

In the event that the candidate is not admitted to both rankings, they may only enrol if they become classified for admission after ranking changes due to withdrawals (see art. 8, point 3).

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

a)   For the purposes of the ranking referred to in art. 7, candidates must enter in the online pre-enrolment procedure the weighted average of the marks for exams taken (for the calculation of the weighted average, the marks "30/30 *cum laude*" shall be calculated as 30).

4.4.   Pre-enrolment fee

a)   The payment function is activated at the end of the online pre-enrolment procedure: candidates will see a "payments" button for the guided payment procedure, which can be made exclusively through PagoPa system.

b)   The pre-enrolment fee of €30.00 must be paid after completing the online pre-enrolment procedure (see point a above).

c)   Forms of payment other than those indicated above are not accepted.

d)   The pre-enrolment fee shall not be refunded under any circumstances.

4.5.   Support for candidates with disabilities and candidates diagnosed with specific learningdisabilities (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 theadmission test, they must submit a specific request, attaching the relevant medical certification. The requests will be assessed 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, furthermeasures are possible to ensure equal opportunities in completing the test.

c)   Candidates must submit the request for aid during the online pre-registration; in particular, candidates must:

- 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 diagnosismust have been issued no earlier than 3 years ago by NHS structures or by accredited specialists and facilities.

d)   To guarantee the provision of the service, it is preferable that candidates requesting aids pre-enrol by **1 July 2021.**

e)   For information, please contact the University Disability and DSA Service by writing to disabilita@unive.it.

Art. 5. Admission test

5.1.   Test topic and score

a)   The test is in **3 parts**:
1)   **fatal questions** - 5 questions;
2)   **basic content** - 35 questions;
3)   **specialist content,** specific for each Master's degree programme curriculum - 10 questions.

b)   The test lasts a maximum of 50 minutes (60 minutes for those participating in the selection for two curricula).

c)   The score will be attributed as follows:
1)   for the **fatal questions**: 1 point for the correct answer, - 5 points for no answer, incorrect or multiple answers;
2)   for **basic content** and **specialist content**: 1 point for the correct answer, -0.25 for incorrect answers, 0 points for no answer.

d)   The ranking will be drawn up by assigning a score ranging from 0 to 50.

e)   Contents and procedures:

Part 1 - fatal questions

The questions, one per topic and the same for the three Master's degree programme curricula covered by this call, will beon the following topics:

- Accounting/Budget Analysis;
- Cost Analysis and Management Control;
- Business Management;

- Marketing;
- Finance.

Part 2 - basic content

The questions, the same for the three Master's degree programme curricula covered by this call, will be on the following topics:

- Accounting, Budget Analysis, Cost Analysis and Management Control;
- Business Management, Marketing and Strategy;
- Finance;
- Organisation, Human Resource Management;
- Banking Intermediaries and Financial Markets.

Part 3 - specialist content

The questions, specific for each curriculum, will be on 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.

f)   A reference bibliography will be published under *Enrol>Admission* menu on the website of the Master's degree programme, which you can use to prepare for the admission test.

g)   The test will be administered in English.

Art. 6. Online admission test procedure

6.1.   Method and time of convocation

a)   The admission test will take place online on the morning of Wednesday **21 July 2021.**

b)   Candidates will take the test from home and must be equipped with:

- a PC (operating system: Windows 8, or later, or LINUX) or MAC (MAC-OS 10.14, or later) equipped with webcam and microphone. The use of GOOGLE CHROME (min. version 81.0) as a browser is mandatory.

- Internet connection with a minimum upload and download speed of 1.5 Mbps. In any case, qualification for the exam is subject to a system check in which you will be asked, in the days preceding the test, to carry out a session to check your equipment and connectivity.

- a Smartphone or tablet (Android min v.4.1 - iOS min. v.8) equipped with a webcam. The use of a Wi-Fi connection is also recommended. You will be asked during the procedure to download an APP on your smartphone/tablet (34MB) from Google Play or App Store (depending on whether your smartphone runs an Android or iOS operating system).

The Tablet can ONLY be used to replace the Smartphone, not the PC (or MAC).

c)   Candidates will take the test in virtual classrooms that will be supervised by the exam commissioners remotely.

d)   During the test, no additional devices are permitted other than those listed above, headphones or earphones. It is forbidden to speak, go to the bathroom, consult books, texts, web pages.

e)   The room used to take the test must be sufficiently well-lit and only the candidate taking the test may be present in the room.

f)   The whole test will be recorded and may be viewed by the commission even after the test has been completed.

g)   A few days after pre-enrolment has ended, candidates will receive an email at the address indicated during registration, indicating the test procedures and the precise time of the start of the test.

h)   Candidates must check that they have entered the email address correctly during registration and should check the SPAM folder.

i)   The guidelines for taking the test can also be viewed in a special video that can be reached from the page https://www.unive.it/pag/32319/ under the menu *Enrol>Admission*.

Art. 7. Rankings

1.   Candidates shall be included only in the rankings of the curricula of the Master's degree programme for which they have correctly pre-enrolled, following the procedures described in art. 4 above. The admission test results will be linked to the pre- enrolment number received during the selection pre-enrolment.

2.   Candidates must achieve at least **8 points** in the admission test referred to in art. 5 above in order to be eligible for the ranking.

3.   The merit rankings of those admitted for each curriculum of the Master's degree programme are drawn up exclusively on the basis of the score obtained in the test. In the event of a tie, priority is given to the candidate with the highest weighted average of marks for exams taken. In case of further tie, priority is given to the younger candidate.

4.   The persons concerned shall not be notified by the university in writing or by telephone.

5.   The rankings will be published on **4 August 2021 at 4 pm** on the University website (www.unive.it), under the menu *Academics and services> Bachelor's and Master's degrees,* selecting the chosen degree programme, then selecting *Enrol> Evaluation results*. The persons concerned shall not be notified by the university in writing or by telephone.

6.   The ranking will also highlight the personal preparation, the minimum curricular requirements for access to the Master's degree programmes referred to in this call and any mandatory language proficiency required, as specified in art. 11 below.

Art. 8. Enrolment of selected students and ranking changes due to withdrawals

8.1.   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.

8.2 Acceptance of the place and choice of course

a)   Candidates who are selected must enrol in the manner described in art. 10 **from 4 to 17 August 2021.**

b)   Candidates classified for admission in the rankings 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.

8.3 Repechage procedure and ranking changes due to withdrawals

a)   On **24 August 2021** 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 2021**, selecting the dedicated option within the reserved area under the item "Admission test".

c)   The repechage rankings shall be published on the university website on **31 August 2021 at 4 pm**.

d)   Candidates admitted to the repechage rankings must accept the place according to the procedure indicated in art. 10 above by **2 September 2021**.

e)   On **9 September 2021**, 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.

8.4   Withdrawal

a)   Candidates classified for admission in the rankings 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. 9. Acceptance of place and enrolment of students graduating in the autumn session of academic year 2020/2021

9.1.   Deadlines for enrolment

a)   Candidates who are graduating in the autumn session of the academic year 2020/2021, and who classified for admission in the rankings, must accept the position using the dedicated online procedure within the deadlines set out in art. 8 above.

b) **When accepting a place, candidates choose the Master's degree programme on which to enrol**: subsequent enrolment on a different degree programme/curriculum shall not be permitted, even if the candidate has included it among the pre-enrolment preferences.

c) The enrolment procedure consists of two steps:
- compilation of the online pre-enrolment application;
- payment of the pre-enrolment fee of €200.00. This fee is non-refundable, even in the event of failure to enrol.

d)   **Compilation of the online pre-enrolment application:** 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 degree programme, candidates must upload a passport-size photograph in .JPG format and a copy of their identity document to complete the enrolment application procedure.

e)   **Payment of the pre-enrolment fee:** this is made exclusively online by PagoPa by connecting to the page of the University website: www.unive.it/pagamenti-programmati-magistrali.

f)   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.

9.2.   Completion of enrolment

a)   Candidates graduating in the autumn session of the academic year 2020/2021 who have correctly accepted the place must complete their enrolment, once they have obtained their degree, in the period between **18 November 2021 and 17 December 2021**, according to the procedures described in art. 10 below.

Art. 10. Enrolment procedures

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. 8 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;
- signed self-certification of degree with exams, only for those who participated in the selection as undergraduates;
- 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 available at 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:** candidates must log in to the Reserved Area of the website Area using the username and password assigned at the end of the registration procedure and select **Immatricolazione** (Enrolment). Candidates will see a "payments" button for the guided payment procedure through the PagoPa system. The first instalment of tuition and fee payments will be deducted from the pre-enrolment fee paid upon acceptance of the place.

e) Students who are entitled to do so may pay the already reduced amount of the first instalment in accordance with the administrative provisions available at www.unive.it/tuitionfees

f)   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. 8. 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**. Enrolment will be completed within seven working days by the Enrolment Department and notified via email.

Art. 11. Verification of the requirements for admission to the Master's degree programmes

1.   Admission to a Master's degree programme is subject to candidates possessing adequate personal preparation and specific curricular requirements.

2.   For admission to the Master's degree programme covered by this call, the personal preparation is verified through the admission test. Candidates who acquire at least **8 points** in the admission test are therefore judged to have adequate personal preparation.

3.   For all the curricula of the Master's degree programme covered by this call, the minimum curricular requirements for enrolment are fulfilled by graduates from degree classes L-18 and L-33 pursuant to Min. Decree 270/04, classes 17 and 28 pursuant to Min. Decree 509/99 and or equivalent four-year degree. Graduates from other degree classes must have acquired a minimum of 60 credits distributed as follows:

- 20 credits in Business in the areas: SECS-P/07-08-09-10-11 (with at least one exam in SECS P/07);
- 40 credits in the following areas, with at least one exam for each of the 3 areas:
  - Economics - SECS-P/01-02-03-04-05-06-12;
  - Law - IUS/01-04-05-07-09-10-12-13-14;
  - Statistics/Mathematics - MAT/02-03-05- 06-08-09 and SECS-S/01-03-06.

4.   Admission to the Master's degree programme covered by this call requires level B2 English at the time of enrolment.

Exemption is granted to candidates who have been awarded one of the certificates listed or meet the exemption requirementsdescribed on the dedicated web page (www.unive.it/language-requirements). Students who fail to certify B2 proficiency in English **cannot be enrolled**.

Art. 11. Transfers, Internal Transfers, Enrolment with credit transfer

1.   Transfers from other universities and internal transfers to the first year of the Master's degree programme covered by thiscall are not permitted. Transfers to other universities are not permitted once enrolment in the first year of the course has been completed.

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

- Candidates who are awarded up to **47 credits**, if admitted to the rankings referred to in art. 7 of this call, may enrol in the first year of the course in the manner indicated in the articles 9 and 10 above;
- Candidates who are awarded **48 credits** or more will not be included in the rankings referred to in art. 7 of this call and may enrol **on the basis of the places available in the second year** of the curricula of the Master's degree programme covered by this call.

3. Procedures and deadlines for enrolment with credit transfer are available on the University website www.unive.it/degree/em13, following the path *Academics and services>Bachelor's and Master's degrees,* selecting the chosen Degree programme, then *Enrol> Admission*.

For information	•**Call Centre:** www.unive.it/callcenter •**Economic Campus:** www.unive.it/economic-campus

Ca' Foscari University will be closed for holiday from 7 to 15 August 2021: telephone, email or face-to-face answering services will not be guaranteed during this period.

Venice, 19 May 2021

The Rector
Tiziana Lippiello