



Università  
Ca' Foscari  
Venezia

Master's degree in *Language and Management to China (LM-38)*

## Call for Applications Academic Year 2023/2024



### 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 afternoon of Wednesday **23 August 2023**, find all the technical information in this call

#### Accept the place

- the **ranking** will be published on **29 August 2023**: **check** your position and whether you have been **admitted**; accept the place by **31 August 2023 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 6 September 2023**
- 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](https://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 Language and Management to China at the Ca' Foscari University of Venice for the Academic Year 2023/2024.
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<sup>1</sup> 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 Master's 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 **70** places available for enrolment in the first year of the Master's degree programme in Language and Management to China.
2. Of the total number of places indicated above, **3 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 **2 places** are 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](http://apply.unive.it).
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) and of students with a qualification obtained abroad is **subject** to the evaluation of academic qualifications, via the special online procedure available at **[apply.unive.it](http://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 are not in possession of the qualifications referred to in the previous paragraph may also participate in the selection, provided they graduate before enrolling on the Master's degree programme, according to the deadlines outlined in this call.
3. EU and non-EU applicants with a degree obtained abroad must necessarily undergo a preliminary online evaluation on the [apply.unive.it](http://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. Admission to the Master's degree programme covered by this call is also subject to possession of adequate personal preparation and specific curricular requirements is also required, as specified in art.11 below.

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<sup>1</sup> 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.

## 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 12 noon on 3 August 2023. 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 **30 June 2023** and must be completed by **12 noon on 3 August 2023**
- b) The online procedure is divided into two phases:
- **registration** on the university website ([www.unive.it/registrazione](http://www.unive.it/registrazione) or [www.unive.it/registration](http://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](http://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 or with the Carta d'Identità Elettronica (CIE). 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](http://www.unive.it/nospidaccess)
  - **enrolment for the admission test**, by logging in to the Reserved Area 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);
    - ✓ candidates must enter their high school diploma results;
    - ✓ candidates must enter their academic results as indicated in point 4.2 below;
    - ✓ the pre-enrolment fee payment button will be displayed (see point 4.3);
    - ✓ 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 degree 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);
  - curricula of their courses with the credits earned in the scientific fields L-OR/21, M-STO/01, M-STO/02, M-STO/03 and/or M-STO/04, as provided for under Article 11.3 of this call;
  - professional and academic CVs;
  - any certifications of attendance of language courses performed in Countries where the specialization language is officially spoken;
  - where held, a recognised language certificate attesting to at least level B2 in English or the special self-certification form in cases of exemption. If not held, the certificate must necessarily be uploaded at the time of enrolment as specified in Article 11 point d of this notice.
- d) Once the online procedure has been completed, candidates shall receive a confirmation email at the email address provided during registration.
- e) In the event of difficulties in completing the pre-enrolment procedure, candidates can request support from the Enrolment and Information Area, on the page: [www.unive.it/fagsforstudents](http://www.unive.it/fagsforstudents).

### 4.2. 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).

### 4.3. 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.

#### **4.4. 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 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. Requests shall be assessed on the basis of the documentation submitted. In particular:
  - ✓ candidates with disabilities may take the admission test with the use of the necessary assistance and additional time in relation to their specific disability;
  - ✓ candidates with a learning disability diagnosis, as defined by Italian Law no. 170/2010, may take advantage of additional time (+30%) compared to that allocated for the admission test. In the case of particularly serious certified conditions, further measures may be taken to ensure equal opportunities in the performance of the tests themselves.
- c) Candidates must submit their request for assistance during the online pre-registration; in particular, they must:
  - state the disability/disorder type and percentage;
  - include notes on the specific nature of the assistance requested;
  - attach a certification/diagnosis attesting to the declared disability/disorder in .PDF format. The learning disability diagnosis must have been issued no more than 3 years previously by an NHS facility or by a specialist or facility accredited by the NHS.
- d) International candidates who intend to take advantage of personalized supports for the admission test, must submit (legalized, where required by current international standards) attesting the status of invalidity, disability or DSA issued in the country of residence, accompanied by a translation, sworn or certified by the Italian diplomatic missions, conforming to the original text, in Italian or in English.
- e) In order to ensure the provision of the service, it is preferable that candidates requesting assistance pre-register by 27 July 2023.
- f) For additional information, please contact the University Disability and Learning Disability Service by writing to [inclusione@unive.it](mailto:inclusione@unive.it).

### **Art. 5. Admission test**

#### **5.1. Test topic and score**

- a) The test will include 70 multi-choice questions to assess the following:
  - logical skills: 10 questions;
  - understanding of a text in Italian: 20 questions;
  - understanding of a text written in English concerning topics related to the society and the economy of the areas of study: 20 questions;
  - knowledge of the Chinese language: 20 questions.
- b) The test lasts 80 minutes.
- c) The score is attributed as follows:
  - 1 point for the correct answer,
  - 0 for no answer or incorrect answers.

### **Art. 6. Online admission test procedure**

#### **6.1. Method and time of convocation**

- a) The online admission test will take place on the late afternoon of Wednesday **23 August 2023**.
- 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/38871/> by selecting *Enrol > Admission*.

## **Art. 7. Rankings**

- a) Candidates will be included in the ranking only if they are correctly pre-enrolled for the admission test, 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.
- b) The merit ranking of the admitted students is drawn up exclusively on the basis of the score obtained in the test, in case of a tie, priority is given to the candidate with the higher exam marks. In case of further tie, priority is given to the younger candidate.
- c) The ranking will be published on **29 August 2023 at 4 pm** on the university website ([www.unive.it](http://www.unive.it)), following the path <https://www.unive.it/pag/38871/> > *Enrol > Evaluation results*. The persons concerned shall not be notified by the university by writing or telephone.
- d) The ranking will also highlight the possession of personal preparation, the minimum curricular requirements for access to the Master's degree programme 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. Enrolment of selected students**

- a) Candidates who are selected must enrol in the manner described in art. 10 from **29 August to 31 August 2023**.
- 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. All candidates who have not carried out the preliminary enrolment procedure, including those who have been selected and have not accepted their admission by the deadline stated under para. a) above, are entitled to repechage procedures.

### **8.3. Ranking changes due to withdrawals**

- a) On **6 September 2023 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 **6 to 7 September 2023**, 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 **12 September 2023 at 4 pm**.
- d) Candidates admitted to the repechage rankings must accept the place according to the procedure indicated in art. 10 above by **14 September 2023**.
- e) On **20 September 2023**, 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 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. 9. Acceptance of place and enrolment of students graduating in the autumn session of academic year 2022/2023**

### **9.1. Acceptance of the place and choice of course**

- a) Candidates who are graduating in the autumn session of the academic year 2022/2023, 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) The enrolment procedure consists of two steps:
- payment of the pre-enrolment fee of €200.00. This fee is non-refundable, even in the event of failure to enrol;
  - compilation of the online pre-enrolment application.
- c) **Payment of the pre-enrolment fee:** Candidates graduating in the autumn session are not required to pay the total amount of the first installment of tuition and fees, automatically generated by the system after the pre-enrolment application. The payment of the €200.00 pre-enrolment fee, reserved only for candidates graduating in the autumn session, must be made exclusively through PagoPA online system by connecting to the University website page [www.unive.it/pagamenti-programmati-magistrali](http://www.unive.it/pagamenti-programmati-magistrali). The remaining amount of the first installment of tuition and fees, from which the pre-enrolment fee will be automatically deducted, should be paid only at the time of enrolment.
- 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) 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. Enrolment**

- a) Candidates graduating in the autumn session of the academic year 2022/2023 who have correctly accepted the place must complete their enrolment, once they have obtained their degree, in the period between **3 October 2023** and **19 December 2023**, according to the procedures described in the following art. 10.

## **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](http://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. 8 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/tuitionfees](http://www.unive.it/tuitionfees)
- 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](mailto: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 Unit 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. The minimum curricular requirements for access to the personal preparation test consist of a degree in classes L-11 Modern Languages and Civilisations and L-12 Linguistic and Cultural Mediation and equivalent.

Graduates in other classes are required to have **42 credits** in the following scientific disciplinary sectors as follows:

- 36 credits in the scientific disciplinary field L-OR/21 - Chinese and South-East Asian Languages and Literatures
- 6 credits in the scientific disciplinary fields (with content on the history of China) L-OR/21 - Chinese and South-East Asian Languages and Literature, L-OR/23 - History of East and South-East Asia, SPS/14 - History and Institutions of Asia, M-STO/01 Medieval History, M-STO/02 Modern History, M-STO/03 History of Eastern Europe, M-STO/04 Contemporary History.

3. Personal preparation is understood as an adequate acquisition of knowledge in the following disciplines: Chinese and South-East Asian Languages and Literature, History of China. The verification of personal preparation is compulsory and is carried out by the Educational Board through the analysis of the **curriculum vitae et studiorum** and a possible interview. Students are normally considered to have an adequate personal preparation if they:

- have obtained a mark equal to or higher than 90/110 in the relevant degree classes L-11 Modern Languages and Civilisations and L-12 Linguistic and Cultural Mediation and equivalent;
- have obtained 36 credits in the scientific disciplinary sector L-OR/21 - Chinese and South-East Asian Languages and Literature;

- have obtained 6 credits in one of the following scientific disciplinary fields and related areas (whose content is related to the history of China): L-OR/21 - Languages and Literatures of China and South-East Asia; L-OR/23 - History of East and South-East Asia; SPS/14 - History and Institutions of Asia; M-STO/01 Medieval History; M-STO/02 Modern History; M-STO/03 History of Eastern Europe; M-STO/04 Contemporary History. If the credits have been earned in the scientific disciplinary sectors L-OR/21, M-STO/01, M-STO/02, M-STO/03 and/or M-STO/04, the examination will be carried out on the exam programme(s).

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 requirements described on the dedicated web page ([www.unive.it/language-requirements](http://www.unive.it/language-requirements)). Students who fail to certify B2 proficiency in English **cannot be enrolled**.

In the event that the timing of the winners' enrolment does not allow for any possibility of recovering any missing language requirement, a **conditional enrolment** may be granted. The student may be enrolled, by paying the relative enrolment fee, even in the absence of the language requirement, provided that he/she recovers it by **25 September 2023**. In the event of failure to recover the requirement, **the enrolment fee will not be refunded under any circumstances** and the career will be closed automatically.

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

- a) Transfers from other universities and internal transfers to the first year of the Master's degree programme covered by this call are not permitted. Transfers to other universities are not permitted once enrolment in the first year of the course has been completed.
- b) Candidates who are awarded up to **47 credits** will have to sit the selection test and, if admitted to the ranking referred to in art. 7 of this call, may enrol in the first year of the course in the manner indicated in the articles 8, 9 and 10 above.
- c) Candidates who are awarded **48 credits** or more do not have to sit the admission test and may enrol in the second year of the Master's degree course covered by this call for applications, depending on the number of places available.
- d) The procedures and deadlines for enrolment with credit transfer are available on the University website page: <https://www.unive.it/pag/38871> by following the path *Enrol > Admission*.

### For information

- **Call Center:** contacts and opening hours [www.unive.it/callcenter](http://www.unive.it/callcenter)
- **Linguistic Campus:** <https://www.unive.it/pag/20073#c149369>

Ca' Foscari University will be closed for holiday from 14 to 20 August 2023: telephone, email or face-to-face answering services will not be guaranteed during this period.

Venice, 2 May 2023

The Rector  
Prof. Tiziana Lippiello