

Teaching Regulation for the Bachelor's Degree Programme in Business Administration (ET11)

Academic year 2021/2022 - students enrolled in the first year in the academic year 2021-22
Approved by the Council of the Department of Management/ Venice School of Management at its meeting on 16 July 2021

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Chapter I – General information

Art. 1 – Aim of the Regulation

These Regulation, adopted pursuant to Art. 12 of Italian Ministerial Decree No. 270 of 22 October 2004, govern, in compliance with the Regulations and resolutions issued by the University bodies and for all matters not defined therein, the didactic organisation of the bachelor's degree Programme in Business Administration.

Art. 2 – General information on the Degree Programme

Programme title: Business Administration

Ministerial degree code: L-18 (Scienze dell'economia e della gestione aziendale)

Internal code: ET11

Department: Department of Management/ Venice School of Management

Last change to the Degree System: 2018

Composition of the Teaching Board and QA Unit of the Degree Programme: www.unive.it/cdl/et11 > Presentation > Faculty and bodies

Link to the webpage of the Degree Programme: www.unive.it/cdl/et11

Link to these Regulations: www.unive.it/cdl/et11 > Presentation > Summary

Chapter II - Educational Objectives

Art. 3 – Educational Objectives of the Degree Programme

The Degree Programme aims to provide a comprehensive education in the field of business and management, through a sound integration of business, economics, law and quantitative disciplines. The training activities enable students to acquire knowledge and understanding of:

- the nature of management activities and of the main management disciplines;
- the fundamental principles of economic reasoning;
- of the main mathematical and statistical concepts applicable to management disciplines;
- the fundamental legal principles governing private and commercial law.

A further objective is to enable the student to apply this knowledge to the analysis and resolution of concrete problems arising in the corporate environments.

In the first academic year, students will be taught the foundations of political economy, business administration, mathematics, computer science, English and private law. In the following years, a more in-depth study of the core disciplines of the programme is carried out, with particular reference to those belonging to the various scientific-disciplinary sectors within the business field.

Through a series of elective courses, students can delve into a number of disciplinary areas aimed at facilitating their entry into the labour market and access to professions that require a three-year degree to enrol in the professional register (accountants, labour consultants) or at helping them continue their studies in the University's Master's Degree Programmes.

A mandatory internship, aimed at applying and verifying the acquired knowledge in the field, and a final exam, in which the students further investigate a topic covered during their studies, also by analysing a business case study, complete the programme.

The Degree Programme is organised in two curricula, one in Italian and one in English. The English-language curriculum aims to promote an international training profile, fostering knowledge about the international dimension of

management. This is also reflected in the content of the programme and in the selection of the teaching staff, favouring aspects relating to international training experience and research.

The Teaching Board determines the annual academic programme in accordance with the objectives described above and verifies the harmonisation of the contents, CFU/ECTS weights, and suitability of the educational offer. The Joint Teaching Staff-Student Committee is called upon to express its opinion on the matter, pursuant to Art. 12, paragraph 3 of Italian Ministerial Decree No. 270 of 22 October 2004.

Art. 4 – Employment opportunities

Administration, finance, sales, marketing and organisation officer

Role in a business context:

The graduate in Business Administration can cover operational and management roles in the main departments of industrial, financial and service companies, both private and public.

Skills associated with the role:

The graduate must acquire skills in the areas of accounting and budgeting, planning and control, production, finance and financial intermediation, sales and marketing, personnel organisation and management. He/she must also acquire adequate linguistic skills in English, as well as IT skills, applied to business management.

Occupational outlets:

- administration;
- human resources organisation and management;
- marketing and sales;
- finance;
- sales of banking and financial services.

Internationalisation officer

Role in a business context:

The graduate in Business Administration can cover operational and management roles in international companies or in Italian companies operating in international markets.

Competences associated with the function:

The graduate must acquire skills in the areas of accounting and budgeting, planning and control, production, finance and financial intermediation, sales and marketing, personnel organisation and management; particular attention is paid to internationalisation strategies and the management of globalisation processes. Budgeting, corporate finance and financial intermediation skills, as well as legal skills, are provided to enable the graduate to operate in an international context.

Employment opportunities:

- administration;
- human resources organisation and management;
- marketing and sales;
- finance.

Business consultant, accountant, labour consultant

Role in a business context:

The graduate in Business Administration can carry out consultancy activities in the different areas of business management or work as an accounting expert or labour consultant, subject to passing the state examination.

Skills associated with the role:

The graduate must acquire skills in the areas of accounting and budgeting, planning and control, production, finance and financial intermediation, personnel organisation and management. These skills also include the legal and regulatory aspects governing the different areas of business management (civil, tax, financial).

Occupational outlets:

- independent business consultant;
- employee in a consultancy company;
- accounting expert;

- labour consultant.

Art. 5 – Admission requirements

To access the programme, candidates must have an adequate knowledge of mathematics, logic, verbal comprehension and English (level B1 for the Italian curriculum, level B2 for the English curriculum).

This is a limited admission degree programme. Candidates must pass an admission test aimed at verifying adequate initial preparation; enrolment is dependent on their position in the test ranking list. Candidates may be exempted from taking the admission test if they possess a SAT or GMAT test certificate, the score for which determines their position in the ranking list.

Two selection sessions are available (spring and summer), which may be carried out telematically and, at the student's choice, in Italian or English. The distribution of places between the two sessions is determined annually by resolution of the Management Department Council. For the academic year 2023/24 the administration of the test is entrusted to CISIA (Consorzio Interuniversitario Sistemi Integrati per l'Accesso).

For the academic year 2021/2022 there are 600 places available, 450 for the Italian curriculum and 150 for the English curriculum.

Information on the pre-enrolment, selection and enrolment procedures can be found in the admission call for applicants.

The admission test consists of 36 questions (13 logic, 10 verbal comprehension and 13 maths); there are also 30 English questions, which do not affect the score required for admission.

A minimum score of 5 out of 13 is required for the mathematics section of the test. Candidates admitted without having achieved the minimum score may enrol, but must complete an Additional Learning Requirement (OFA) by 30 September of the year following enrolment; students who fail to complete the OFA by 30 September of the following year, will not be allowed to take their exams.

Preparatory and supplementary training activities are provided in order to check the students' level of preparation after enrolment and to allow them to catch up on their maths knowledge. An OFA fulfilment math course can be attended before the start of classes; a Massive Open Online Course (MOOC) 'Basic Mathematics' is also available. Please refer to the dedicated web page for details.

As regards the test to verify English language proficiency of at least level B1 for the 'Business Administration' curriculum, exemption from the test is granted to candidates who have been awarded one of the certificates listed or who meet the exemption requirements detailed on the dedicated web page (www.unive.it/conoscenze-linguistiche). Otherwise, students will be assigned an OFA to be fulfilled by 30 September of the year following enrolment.

Details on how to fulfil the OFA can be found on the dedicated web page www.unive.it (Academics and services> Bachelor's and Master's Degrees> Study Plan, Exams, Certificates>Language requirements).

Students who fail to fulfil the OFA in English by 30 September of the following year, will not be allowed to take their exams.

English language proficiency at the B2 level for the 'Business administration and management' curriculum is demonstrated at the time of enrolment by possession of a certificate or by meeting the exemption requirements, as indicated on the dedicated web page www.unive.it (Academics and services> Bachelor's and Master's Degrees> Study Plan, Exams, Certificates>Language requirements). Students who fail to do so will not be eligible for enrolment.

Art. 6 – Access to the programme

Methods of access

This is a limited access programme; the number of places available and the admission procedures are defined each year by the University bodies and published in the call for applications.

Non-EU students resident abroad

Admission of non-EU students resident abroad is permitted to the degree established by the University bodies.

Chapter III – Degree Programme overview

Art. 7 – General information

Language: Italian for the Business Administration curriculum and English for the Business Administration and Management curriculum.

Teaching methods: on campus classes. Some lessons may be delivered in e-learning or blended mode.

Campus: Venice.

Structure of the academic calendar: the academic calendar is divided into two semesters, each divided into two terms. The courses award 6 or 12 CFU/ECTS. For each course, four exam sessions are available.

6-CFU/ECTS modules are generally taught in a single term; at the end of each term, an exam session is held.

12-CFU/ECTS modules are taught in one semester; at the end of the semester, an exam session is held.

1 CFU/ECTS corresponds to 25 teaching hours. The number of hours for each credit includes lectures and individual study.

Each 6-CFU/ECTS module consists of 30 academic hours, the remaining 120 hours are for individual study. The following subjects taught in the 1st and 2nd year are provided with an additional 10 supplementary teaching hours for each 6-CFU/ECTS module:

- Bilancio e analisi economico finanziaria;
- Economia aziendale*
- Economia politica;
- Macroeconomics;
- Matematica;
- Mathematics;
- Microeconomics;
- Politica economica;
- Principles of Management and international accounting;
- Risk and uncertainty;
- Statistica;
- Statistics.

*For this course, the 20 hours of supplementary activity will be carried out during the 2nd module.

Art. 8 – Curricula and paths

The Bachelor's Degree Programme in Business Administration is divided into two curricula, one taught in Italian (Business Administration) and one taught in English (Business Administration and Management). Due to the limited access nature of the programme, transfers from other universities, internal transfers and curriculum changes during the first year are not allowed.

Exams taken in Italian by students enrolled in the curriculum taught in English may be granted recognition for a maximum of 42 CFU/ECTS, including the 18 elective CFU/ECTS.

Students wishing to change curriculum in the second year may do so, subject to availability of places, as long as they have fulfilled the language requirement.

Art. 9 – Study plan

The academic curriculum outline is available at the following link: www.unive.it/cdl/et11 > Study > Study plan.

The academic curriculum for the programme provides a list of the courses included, indicating for each of them the scientific-disciplinary sectors of reference, the possible subdivision into modules, the year of the course, the number of credits (CFU/ECTS) awarded to each course, the number of CFU/ECTS available for elective courses, the CFU/ECTS awarded for the internship and the final examination. On the same page, the frequency plan is available, which provides

a breakdown of the lesson activities by course year and lecture periods and is designed taking into account the content coherence of the individual subjects. Lesson timetables are defined in such a way as to ensure that students are able to attend all mandatory classes provided that the frequency plan is adhered to. The plan is indicative and may change during the year.

Elective courses: electives may be selected from among all the courses offered by the University, provided that they are compatible in content with the student's degree programme. The frequency plan also includes a number of elective courses recommended for students who intend to continue their studies by taking a Business-related Masters' Degree or to work as a freelance professional.

All the subjects taught in the Degree Programme and in all the Degree Programmes under the Department of Economics and the Minors accepted by the Degree Programme are considered coherent with the study programme. Students may request to include in their academic curriculum other courses or other training activities (such as internships), provided that they are coherent with their degree programme; coherence will be assessed by the Teaching Board. As regards the addition of courses outside the field of Economics, the Teaching Board will verify that the content of the elective teaching is consistent with the student's curriculum (consistency refers to the individual academic curriculum submitted and is assessed according to the reasoning provided). The procedure governing the inclusion of teaching activities outside the field of Economics is available at www.unive.it/cdl/et11 > Study > Study plan.

Identical courses: The inclusion in the same academic curriculum of two similar units, meaning courses that are comparable in content, even partially, is not permitted. Elective courses included in the academic curriculum will be subject to verification and, should students pass an exam deemed equivalent, the exam will be invalidated.

In addition to the regulations concerning the academic curricula for degrees in the field of Economics reported online and to the above information, please note that: students enrolled in the Business Administration curriculum may not include as their electives courses from the Business Administration and Management curriculum (and vice versa) or courses from the Economics and Business and International Trade degree programmes that are wholly or partially equivalent to those already included in their academic curriculum. Students enrolled in the Business Administration and Management curriculum cannot include among their electives any English exams or foreign language exams that are their mother tongue; any inclusion of exams relating to other foreign languages must be approved by the Teaching Board.

The inclusion of an internship in place of an elective course must be authorised in advance by the Teaching Board. At the end of the internship, the student must submit a report on the activity carried out, which will be assessed by the Teaching Board to determine whether it is suitable to replace the elective examination.

Extra exams: students may include extra exams and other activities in their study plan in addition to 1 CFU/ECTS for sustainability competencies.

Teaching level: A student enrolled in a Bachelor's Degree Programme may not take exams belonging to Master's Degrees.

Art. 10 – Training path

Frequency obligations: Attendance is non-mandatory; some elective courses involve a call for applications and compulsory attendance. In order to ensure regular classroom activities, students must arrive and leave on time.

Propedeutic courses: Propedeutic courses are listed in the frequency plan that can be consulted online at www.unive.it/cdl/et11 > Study > Study plan. The propaedeutic exams must be passed before the other exams in the field and exams taken in breach of propaedeuticity are automatically invalidated.

Internship and Traineeship: Students must complete a 6-CFU/ECTS (Business Administration) or 9-CFU/ECTS (Business Administration and Management) internship lasting no less than 150 or 225 hours. Should the internship exceed the stipulated hours, extra credit may be granted. Any work activity carried out by the student may be recognised in lieu of the internship if deemed consistent with the study course by the Teaching Board. Students must provide documentary evidence of the work activity carried out by submitting a copy of the employment contract and a written statement from the employer attesting to the duration of the activity and the tasks performed. Students who are self-employed must submit a written report, in the form of a self-declaration, detailing the nature and duration of the activity carried out and the skills acquired, as well as a copy of the Chamber of Commerce registration certificate (or similar

certification). Students who, under the agreement with the Order of Chartered Accountants and Accounting Experts, wish to apply for recognition of their professional internship following enrolment in the Register of Trainee Chartered Accountants and Accounting Experts must submit a request as prescribed at www.unive.it/dman > Study. Only work performed (not exams) can be recognised as an internship. It is also possible to include in your academic curriculum up to a total of 18 internship CFU/ECTS as part of the elective credits.

Recognition of CFU/ECTS for other activities outside the degree programme: the recognition of training activities, carried out in Italy or abroad, work experience, certified knowledge and skills is the responsibility of the Teaching Board, in compliance with current legislation, the University Regulations and the Credit Recognition Guidelines. Students may only take the scheduled exams in advance if they have been activated. If the courses are not activated, they cannot be replaced with other equivalent exams.

Art. 11 – Proficiency exams

Sessions: in order to take the exams, students must register for the exam before the set deadline. Examination procedures are provided on the web pages of the individual courses.

Mid-term exams: some courses include mid-term exams. These tests are not recorded in the student's career, cannot be awarded CFU/ECTS and do not count for the allocation of study grants and scholarships. Should they be recognised as credits, they do not contribute to determining any final grade.

Newly enrolled students may take exams in the September session subject to authorisation by the Teaching Board.

Exam integration: For the purposes of credit recognition, if the exam taken in a previous degree programme only partially corresponds to the exam to be recognised in the new degree programme, students may be asked to integrate said exam. In this case the exam is recorded directly by the professor who calculates the weighted average between the grade taken in the past and the new one.

Students must arrange the integration procedure with the professor responsible for the exam by presenting the following documentation:

- copy of the CFU/ECTS recognition form;
- copy of the syllabus of the course attended at the other university. In the case of partial recognition of a propaedeutic exam, the propaedeuticity is considered to have been fulfilled if the recognition is equal to 75% of the credits envisaged.

Art. 12 – Final degree exam and achievement of the title

The final exam consists of the preparation of a written paper on a chosen topic pertaining to the curriculum. The paper must be prepared in agreement with the professor who supervises the student during the early planning stages of the work and is responsible for the final assessment.

The dissertation may also consist of a presentation of the results of experimental research conducted as part of internship activities and/or empirical analyses carried out at companies or other subjects.

The final grade is determined by adding the grade of the final paper and any eventual bonuses to the curricular weighted average marks calculated in hundred-and-tenths. The supervisor may attribute between 0 and 6 points to the final exam, also taking into account the student's academic career. The attribution of any bonuses is calculated automatically according to the regulations defined by the University.

The criteria established by the Department for awarding points are as follows:

- 1 point if the student has a weighted average mark greater than or equal to 26;
- from 0 to 5 points depending on the quality of the thesis:
 - * 5 points for an outstanding thesis (equivalent to a mark of 30 with honours in an exam)
 - * 4 points for an excellent thesis (equivalent to a mark of 28 or higher in an exam)
 - * 3 points for a good thesis (equivalent to a mark of 24 to 27 in an exam)
 - * 2 points for a decent thesis (equivalent to a mark of 20 to 23 in an exam)
 - * 1 point for a sufficient thesis
 - * 0 points for a barely sufficient thesis.

The Department of Management has established an online procedure for requesting a thesis supervisor. For more information visit <http://www.unive.it/management> (Study> Assignment of your thesis supervisor) . A 'Final degree exam guide' is also available at <http://www.unive.it/management> (Study> Assignment of your thesis supervisor > Thesis and final degree exam> Final degree exam guide)

Art. 13 – Further Provisions

Deactivated courses:

In the course of the years, some lectures may be deactivated. Certain courses may be deactivated in the course of the years. In order to guarantee that students complete their study courses, they are given the opportunity to take the exam for each deactivated course and, where possible, a replacement course is provided.

Change of courses with written authorisations:

Switching courses is only permitted if there are justified reasons and requires authorisation from the teacher of the course of origin and from that of the course of destination. Upon registering for the exam, the student must contact the Economics Campus presenting documentation of acceptance by the professors (documents: e-mail from both professors).

Taking exams in other universities while enrolled at Ca' Foscari:

Exams taken as single courses at other universities in Italy or abroad while enrolled at Ca' Foscari are not recognised if the teaching is available at the University.

Part-time students

It is possible to enrol as a part-time student, which allows students access to certain concessions; please refer to the regulations in force at the University for information on how to access and maintain this status, as well as information on concessions.

There are no courses intended for part-time students.

Chapter IV – Final and Transitional Provisions

Art. 14 – Amendments to this Regulation

Amendments to the regulatory parts of these Regulations must be approved by the University governing bodies and sent for final approval to the MIUR, in accordance with the deadlines and procedures defined by the latter.

Access to the programme, as per Art. 6, must be approved by the governing bodies of the University, subject to the positive opinion of the Evaluation Unit, and is subject to approval by the MIUR.

The contents of the following articles, provided that they do not require a change to the study course's teaching system, may be updated annually by the relevant Teaching Body, on the occasion of teaching planning and with a view to the compilation of the study course's annual Single Academic curricula: Articles 3, 4, 5, 7, 8, 9, 10, 11, 12, 13. Any changes will be adopted by Rector's Decree.

The information is updated annually, on the occasion of the teaching planning, and is submitted to the governing bodies with the annual approval of the educational offer; its updating does not require adoption by Rector's Decree.

If necessary, the following information may be updated during the course of the year by resolution of the relevant Teaching Body, without requiring adoption by a rector's decree:

- composition of the Degree Programme Teaching Board;
- composition of the Degree Programme QA Unit.