



## Admission Procedures Graduate Programme

Faculty of Economics

Graduate Degree Programme in **Management** (class LM-77)

Academic year 2023/2024 – Milan campus

Programme in ENGLISH

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## 1. ADMISSION PROCEDURES

To be admitted to the Graduate Programme in Management, it is necessary to meet the admission requirements set out in the following paragraphs.

### 1.1. Curricular requirements

To access the Graduate Programme in Management it is necessary to **meet** both the **curricular requirements** listed below:

- I. A **three-year degree** (ex-Ministerial Decree 270/04 or ex M.D. 509/99) obtained or to be obtained by **31 December 2023** in the degree class:
  - L-18 Economics and business management sciences (ex M.D. 270/04 or class 17 ex M.D. 509/99);
  - L-33 Economic sciences (ex-Ministerial Decree. 270/04 or class 28 ex M.D. 509/99);
- II. and, in the syllabus of the three-year degree programme, or as individual courses passed, the following **courses**:
  - commercial law;
  - corporate finance;
  - marketing
  - business organisation;
  - programming and control / management accounting.

**One of the courses listed above may be missing.** The programme coordinator reserves the right to assess whether the required teaching content has been included in the course programmes and, if necessary, to draw up an *ad hoc* study plan. Candidates will receive appropriate communication.

The syllabus of candidates with an old university degree, a three-year university diploma or a diploma from a three-year course in a school for special purposes in accordance with the pre-Ministerial Decree 509/99 or integrated/graduate programme from post-Ministerial Decree regulations 509/99- M.D. 270/04 is assessed by a special Commission appointed by the Faculty.

### 1.2. English language knowledge

In addition to the ADMISSION REQUIREMENTS above, it is mandatory to have an adequate knowledge of English, corresponding to at least a B2 level. It is therefore necessary to have **one of the following English language certifications obtained as of 1 January 2021**:

- TOEFL/IBT (score of at least 84);
- Academic IELTS (score of at least 6);
- Cambridge English: First - FCE (score of at least 173);
- Cambridge English: Advanced – CAE;
- Cambridge English: Proficiency – CPE;
- Cambridge English: Business English Certificate (BEC Vantage and BEC Higher);
- Trinity College London: ISE II (B2);
- Trinity College London: ISE III (C1);
- Trinity College London: ISE IV (C2);
- Pearson: PTE with score from 46.

**or one of the following requirements:**

- three-year degree or equivalent obtained in English;
- the candidate comes from one of the profiles/programmes taught in English at Università Cattolica del Sacro Cuore.



In case the indicated certifications or requirements are missing, it is necessary to take an *Evaluation Test of English Language Proficiency*, within the deadline for submitting the application form (see paragraph 3 ADMISSION PROCEDURES AND DEADLINES), organised by SELDA, the Language Service of Università Cattolica del Sacro Cuore. The dates and registration procedure are indicated in the [notice](#).

## 2. NUMBER OF PLACES AVAILABLE

There are 100 places on the Graduate Programme in **Management, 20 of which are reserved for non-EU candidates with an international qualification.**

## 3. ADMISSION PROCEDURES AND DEADLINES

Places on the Graduate Programme in Management are allocated according to 3 admission phases.

PHASE*:	Admission procedure	APPLICATION SUBMISSION
<b>1<sup>ST</sup> PHASE</b>	MERIT RANKING Ranking for all candidates with a weighted average $\geq 27/30$ and at least 129 ECTS acquired	From 02 May 2023 to 24 May 2023
<b>2<sup>ND</sup> PHASE</b>	MERIT RANKING Ranking for candidates from the Faculty of Economics, Economics and Law and from the Interfaculty of Economics-Arts and Philosophy and Economics-Medicine and Surgery of Università Cattolica with a weighted average $\geq 23/30$ and with at least 137 ECTS acquired	From 12 June 2023 To 03 July 2023
<b>3<sup>RD</sup> PHASE</b>	MERIT RANKING Ranking for candidates with at least 153 ECTS acquired	From 20 July 2023 to 24 August 2023

\* Admission phases following the first only take place if places are still available

Candidates with an Italian qualification must use the [Enrolment Portal](#); for information on the procedure to follow, consult the [Enrolment Portal User Guide](#).

Candidates with a foreign qualification must comply with the provisions issued by the Ministry of University and Research, which have been published in a specific note. For information on admission to the Graduate degree Programme, please contact the International Admissions Office and read the admission procedures at the following [link](https://international.unicatt.it/ucscinternational-undergraduate-programmes) (<https://international.unicatt.it/ucscinternational-undergraduate-programmes>).

### 3.1. 1<sup>st</sup> Phase - Merit ranking

For all candidates with a weighted average of  $\geq 27/30$  and at least 129 ECTS acquired

APPLICATION SUBMISSION: from 02 May 2023 to 24 May 2023

Provided that all ADMISSION REQUIREMENTS are met, candidates from the undergraduate programmes of the Faculty of Economics, and Law and Economics and the Interfaculty of Economics-Arts and Philosophy and Economics-Medicine and Surgery at Università Cattolica del Sacro Cuore **with a weighted average higher than or equal to 27/30 and with at least 129 ECTS acquired**, are directly recognised as having satisfactory personal preparation and **may apply for admission to the ranking** for places available.



Applications must be submitted via the [Enrolment Portal](#) from 10:00 on 02/05/2023 until 23:59 on 24/05/2023.

Without prejudice to compliance with the ADMISSION REQUIREMENTS, to candidates **with a weighted average higher than or equal to 27/30 and with at least 129 ECTS acquired**:

- coming from the undergraduate programmes of the Faculty of Economics, Economics and Law and the Interfaculty of Economics and Arts and Philosophy and Economics and Medicine and Surgery of Università Cattolica del Sacro Cuore but lacking of certain ADMISSION REQUIREMENTS, within the limits indicated above;
- coming from other undergraduate programmes at Università Cattolica del Sacro Cuore;
- coming from undergraduate programmes from other universities;

**the adequacy of personal preparation is not directly recognised.**

Candidates may submit their application to the ranking through the [Enrolment Portal](#) from 10:00 on 02/05/2023 until 23:59 on 24/05/2023. Acceptance of the application is subject to the degree programme coordinator's assessment of the knowledge and skills required through a careful analysis of the curriculum or even through an interview with the candidates. In this case, an e-mail will be sent to the candidates with the result of the evaluation.

If the result is negative, **candidates cannot participate in the ranking.**

**By 31/05/2023, the ranking of admitted candidates will be published** on the basis of the weighted average of the marks obtained in the exams taken.

Admitted candidates, **by 23:59 on 05/06/2023, must reserve their place** by paying the first instalment of university tuition fees through the [Enrolment Portal](#).

Candidates who have been unsuccessful may request an interview with the programme coordinator in order to discuss the reasons for their exclusion.

To apply for admission and reserve a place, please consult the [Enrolment Portal User Guide](#).

Candidates who do not reserve their place by the dates indicated, if interested in participating in the next phase, must submit a new application, requesting the cancellation of the one previously opened. This request must be made at least two working days before the expiry of the phase of interest via the following link: <https://www.unicatt.it/richiesta-informazioni-lauree-magistrali>.

**Once a place has been reserved, it is no longer possible to participate in the next phase.**

### 3.2. 2<sup>nd</sup> Phase – Merit ranking

*For candidates from the Faculty of Economics, Economics and Law and the Interfaculty Economics-Arts and Economics-Medicine and Surgery with a weighted average  $\geq 23/30$  and with at least 137 ECTS acquired*

APPLICATION SUBMISSION: from 12 June 2023 to 03 July 2023

A notice stating the number of places that may be available for the 2<sup>nd</sup> phase will be available on the website on 09/06/2023.

Without prejudice to the possession of the ADMISSION REQUIREMENTS, only candidates from undergraduate programmes of the Faculties of Economics, Economics and Law, and the Interfaculty of Economics-Arts and Philosophy and Economics-Medicine and Surgery of Università Cattolica del Sacro Cuore with a weighted average of the exams taken **higher than or equal to 23/30 and with at least 137 ECTS acquired**, who are directly recognised as having an adequate personal preparation, may apply for admission to the ranking.



Applications must be submitted via the [Enrolment Portal](#) from **10:00 on 12/06/2023 until 23:59 on 03/07/2023**.

Candidates coming from the undergraduate programmes of the Faculty of Economics, Economics and Law and the Interfaculty of Economics-Arts and Philosophy and Economics-Medicine and Surgery of Università Cattolica del Sacro Cuore, **with a weighted average higher than or equal to 23/30 and with at least 137 ECTS** acquired but lacking certain ADMISSION REQUIREMENTS, within the above-mentioned limits, **are not directly recognised as having an adequate personal preparation.**

Candidates may submit their application to the ranking through the [Enrolment Portal](#) from **10:00 on 12/06/2023 until 23:59 on 03/07/2023** for any place still available after the 1<sup>st</sup> phase. Acceptance of the application is subject to the degree programme coordinator's assessment of the knowledge and skills required through a careful analysis of the curriculum or even through an interview with the candidates. In this case, an e-mail will be sent to the candidates with the result of the evaluation.

If the result is negative, **candidates cannot participate in the ranking.**

**By 07/07/2023, the ranking of admitted candidates will be published** on the basis of the weighted average of the marks obtained in the exams taken.

Admitted candidates, **by 23:59 on 10/07/2023, must reserve** their place by paying the first instalment of university tuition fees through the [Enrolment Portal](#).

Candidates who have been unsuccessful may request an interview with the programme coordinator in order to discuss the reasons for their exclusion.

To find out how to apply for admission and reserve a place, please consult the [Enrolment Portal User Guide](#).

Candidates who do not reserve their place by the dates indicated, if interested in participating in the next phase, must submit a new application, requesting the cancellation of the one previously opened. This request must be made at least two working days before the expiry of the phase of interest via the following link: <https://www.unicatt.it/richiesta-informazioni-lauree-magistrali>.

**Once a place has been reserved, it is no longer possible to participate in the next phase.**

### 3.3. 3<sup>rd</sup> Phase – Merit ranking

*For all candidates with at least 153 ECTS acquired*

*APPLICATION SUBMISSION: from 20 July 2023 to 24 August 2023*

A notice stating the number of places that may be available for the 3<sup>rd</sup> phase will be available on the website on 19/07/2023.

Provided that all ADMISSION REQUIREMENTS are met, candidates from the undergraduate programme the Faculty of Economics, Economics and Law and the Interfaculty of Economics-Arts and Philosophy and Economic-Medicine and Surgery of Università Cattolica del Sacro Cuore **with a weighted average higher than or equal to 23/30 and with at least 153 ECTS** acquired are directly recognised as having satisfactory personal preparation and may apply for admission to the ranking for places available at the end of the 2<sup>nd</sup> phase.

Applications must be submitted via the [Enrolment Portal](#) from **10:00 on 20/07/2023 until 23:59 on 24/08/2023**.



Without prejudice to compliance with the ADMISSION REQUIREMENTS, to candidates **with at least 153 ECTS acquired**:

- coming from the undergraduate programmes of the Faculty of Economics, Economics and Law and the Interfaculty of Economics-Arts and Philosophy and Economics-Medicine and Surgery at Università Cattolica del Sacro Cuore **with a weighted average of less than 23/30**;
- coming from the undergraduate programmes of the Faculty of Economics, Economics and Law and the Interfaculty of Economics-Arts and Philosophy and Economics-Medicine and Surgery at Università Cattolica del Sacro Cuore but lacking certain ADMISSION REQUIREMENTS, within the limits indicated above;
- coming from other undergraduate programmes at Università Cattolica del Sacro;
- coming from undergraduate programmes at other universities.

**the adequacy of personal preparation is not directly recognised.**

Candidates may apply to the ranking list through the [Enrolment Portal](#) from **10:00 on 20/07/2023 until 23:59 on 24/08/2023** for any place still available at the end of the 2<sup>nd</sup> phase. Acceptance of the application is subject to the degree programme coordinator's assessment of the knowledge and skills required through a careful analysis of the curriculum vitae or even through an interview with the candidates. In this case, an e-mail will be sent to the candidates with the result of the evaluation.

If the result is negative, **candidates cannot participate in the ranking.**

**By 31/08/2023, the ranking of admitted candidates will be published** on the basis of the weighted average of the marks obtained in the examinations taken.

Admitted candidates, **by 23:59 on 04/09/2023, must reserve their place** by paying the first instalment of university tuition fees through the [Enrolment Portal](#).

Candidates who have been unsuccessful may request an interview with the programme coordinator in order to discuss the reasons for their exclusion.

To find out how to apply for admission and reserve a place, please consult the [Enrolment Portal User Guide](#).

If there are still vacant places at the end of the ranking process, a further admission phase will be organised.

#### 4. RANKING

Candidates participate in a merit ranking by submitting their application via the [Enrolment Portal](#) and may submit up to two applications per phase, indicating for each one the order of preference (e.g. Option 1 is equivalent to the first-choice programme/profile and Option 2 is equivalent to the second-choice programme/profile) and choosing from the following programmes/profiles:

- Management
- Management and Business Consultancy - Managerial profile (Milan campus);
- Management and Business Consultancy - Professional profile (Milan campus);
- Management and Business Consultancy - Relational profile (Milan campus);
- Economics - Economics profile;
- Economics - one of the profiles in Italian;
- Economics and Business Law - Auditing profile;
- Economics and Business Law - Financial profile;
- Economics and Business Law - Professional Profile
- Management for the Enterprise;
- Markets and Business Strategies;

For the Management programme, a ranking is drawn up containing all first and second option applications in order of merit.





The ranking is drawn up on the basis of the weighted average of the marks obtained in the examinations taken during the undergraduate programme when the requirements are verified. In the event of a tie, priority is given to the youngest candidate.

To find out about the procedure for applying for admission to the ranking, please consult the [Enrolment Portal User Guide](#).

From the dates indicated in the section ADMISSION PROCEDURES AND DEADLINES, candidates can find on the website [www.unicatt.it](http://www.unicatt.it), under the heading "Rankings and waiting lists" on the page for the degree programme in [Management](#) the ranking of admitted candidates and any waiting lists.

To reserve a place, please consult the [Enrolment Portal User Guide](#).

Admission to the programme indicated by the **first option** automatically entails the **cancellation of the application** for any **second option** expressed. Admission to and reservation of a place on the **second option** programme automatically results in the **cancellation of the first option**.

**Once a place has been reserved for the Management programme, it is not possible to participate in the next phase for any of the programme/profiles listed above.**

The publication of the rankings is an official communication to the candidates concerned. Admitted candidates who do not respect the deadlines indicated are considered to have withdrawn in favour of candidates on the waiting list.

PLEASE NOTE: once a place has been reserved for the Management programme, it is not possible to transfer in the same academic year to another programme/profile of the Faculty of Economics listed in this paragraph.

## 5. ENROLMENT AND PRE-ENROLMENT

**Graduate candidates**, after reserving their place through the payment of the first instalment, must proceed to enrolment via the [Enrolment Portal](#). To reserve a place, please consult the [Enrolment Portal User Guide](#).

**Candidates about to graduate**, after reserving their place by paying the first instalment, must proceed to pre-enrolment. For information on the pre-enrolment procedure please consult the [Enrolment Portal User Guide](#).

Pre-enrolment for the Graduate Programme is accepted with reservation and is subject to obtaining the qualification within the deadlines laid down in the admission procedures.

Pre-enrolled candidates reserve a place with the right to attend the Graduate Programme courses from their start. They are required to complete enrolment immediately after obtaining their degree.

Curricular integration: Candidates who have been assigned curricular integrations following the assessment of the adequacy of their personal preparation must necessarily take the relevant exam during their university career and before obtaining their graduate degree. The exam is inserted in place of the elective provided for in the study plan.

## 6. CANDIDATES WITH DISABILITIES OR WITH SPECIFIC LEARNING DISORDERS (SLD)

Candidates with disabilities or Specific Learning Disorders (SLD) are required to upload their disability report or certificate of SLD in the appropriate section of their profile in the Enrolment Portal.

For further information please contact the secretariat of the [Services for the Integration of Students with Disabilities and with SLD](#).



## 7. TRANSFER FROM ANOTHER UNIVERSITY, SECOND DEGREE AND RESUMPTION OF CAREER

Candidates wishing to transfer from another university, enrol in a second degree or resume their university career must meet the ADMISSION REQUIREMENTS and comply with the deadlines and procedures set out in section 3 ADMISSION PROCEDURES AND DEADLINES.

Depending on the admission phase to which they belong, candidates must submit their application for admission to the Graduate degree Programme in **Management** through the [Enrolment Portal](#). Following admission, it is necessary to reserve the place, pay the first instalment and the secretarial fees, and submit the application through the [Enrolment Portal](#) within the deadlines indicated in section 3 Admission Procedures and Deadlines.

Candidates who transfer from another university, after having reserved their place, may sit other examinations, at their university of origin, until they submit their **Transfer Application**, which must normally be submitted no later than **31 October 2023**. The place is reserved when the documentation submitted is validated by the Student Services Centre.

The competent teaching structure will only assess examinations taken and recorded up to the submission of the Transfer Application.

Candidates enrolling for a second degree, after reserving their place by paying the first instalment and the secretarial fees, must submit an **Application for a Second Degree**, which must normally be submitted no later than **31 December 2023**. The degree from the home programme must necessarily be obtained by 31 December 2023. The place is reserved when the submitted documentation is validated by the Student Services Centre.

Candidates resuming their career, after having paid the first instalment and the secretarial fees, must submit an **Application for Resumption of Career**, which must normally be submitted no later than **31 October 2023**. The place is reserved when the documentation submitted is validated by the Student Services Centre.

Candidates are required to forward a copy of the course programmes and examinations passed at their home university, in PDF format, to the following e-mail address [domanda.istruttoria-mi@unicatt.it](mailto:domanda.istruttoria-mi@unicatt.it). The syllabus must contain information regarding the details of the topics, bibliography and reference professors/lecturers.

Admission to years subsequent to the first is not permitted for all graduate programmes within the Faculty of Economics.

## 8. PROGRAMME CHANGE WITHIN UNIVERSITÀ CATTOLICA

Candidates wishing to transfer to a programme/profile within Università Cattolica must meet the ADMISSION REQUIREMENTS and comply with the deadlines and procedures indicated in section 3 ADMISSION PROCEDURES AND DEADLINES.

Depending on the admission phase to which they belong, candidates must submit their application for admission to the Graduate degree Programme in **Management** through the [Enrolment Portal](#). Following admission, it is necessary to reserve the place, pay the first instalment and secretarial fees, and submit the application through the [Enrolment Portal](#) within the deadlines indicated in section 3 ADMISSION PROCEDURES AND DEADLINES.

After reserving a place, it is possible to take other examinations of the programme/profile of origin until the start of the Change procedure, which is done by clicking the "**Proceed with Change**" function in the Enrolment Portal, normally no later than **31 October 2023**.

The competent teaching structure will only assess the examinations taken and recorded until the start of the Change procedure.

Admission to years subsequent to the first is not permitted for all graduate programmes within the Faculty of Economics.





Please note: It is not possible to change programme from an integrated degree to a graduate degree programme.

## **9. CONTACTS**

For further information and clarifications, please use the "[Request for information on graduate programmes](#)" or consult the [FAQ](#).

For support in using the Enrolment Portal, use the "Assistance" button in the Portal itself.

## **10. FINAL NOTES AND PERSON IN CHARGE OF THE PROCEDURE**

The "General regulations for determining university tuition fees for the a.y. 2023/24" apply to enrolled students.

Students are required to read any additions, changes, updates to these procedures published on the website of Università Cattolica.

In accordance with law no. 241/1990, the person responsible for this admission procedure is Gabriele Montoli (Student Career Services Director).

*Milan, 13 April 2023*