



Admission Procedures Undergraduate Programme

Faculty of Political and Social Sciences

Undergraduate programme in **Communication and Society - profile in Communication Management** (Class L-20)

Academic Year 2022/2023 - Campus of Milan

Programme in ENGLISH language

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1. ADMISSION REQUIREMENTS

The following profiles are eligible to enrol in the undergraduate programme in Communication and Society - profile in Communication Management:

- five-year or four-year **secondary school** students: **diplomas concluding upper secondary education courses**. The competent teaching structures must define the content, duration and methods for fulfilling the educational debt **assigned to candidates** with a four (Vecchio ordinamento)-year secondary school diploma. Before enrolling, interested candidates must submit a specific request to the Student Services Office - career area in order to find out the extent of their entry training debt. For information use this [form](https://www.unicatt.it/richiesta-informazioni-lauree-triennali): <https://www.unicatt.it/richiesta-informazioni-lauree-triennali>);
- **Non-EU candidates** with an Italian school-leaving certificate;
- **holders of a foreign qualification** recognised as suitable for admission to Italian universities in accordance with the provisions issued for each academic year by the Ministry of Universities and Research in agreement with the Ministries of Foreign Affairs and the Interior.

1.1 LANGUAGE REQUIREMENT

To enrol in the Communication and Society - Profile in Communication Management programme you must have an adequate level of English, at least B2. Applicants must therefore hold one of the following language certificates:

- Cambridge English: First: FCE - B2
- Cambridge English: Advanced: CAE - C1
- Cambridge English: Proficiency: CPE - C2
- Cambridge English: Business Vantage: BEC - B2
- Cambridge English: Business Higher: BEC - C1
- IELTS with score from 6 (B2)
- TOEFL IBT with score from 80 (B2)
- Trinity College London: ISE II (B2)
- Trinity College London: ISE III (C1)
- Trinity College London: ISE IV (C2)
- Pearson: PTE with score from 46 (B2)

Candidates exempt from having a language certificate are those who:

- have **attended the penultimate year of secondary school in an English-speaking country**.
- have taken an **online English language proficiency assessment test**, according to the procedures and timetable indicated in the specific [notice](#).

2. NUMBER OF PLACES

For the undergraduate programme in Communication and Society - profile in Communication Management, 60 places are available, 40 of which are reserved for **candidates with a foreign qualification**.

3. ADMISSION PROCEDURES AND DEADLINES

Places for the undergraduate programme in Communication and Society - profile in Communication Management are allocated on the basis of a **merit list**, after passing an **admission test**, through payment of the first instalment of university fees and contributions.



The test is held online and it is in English. For each session, it is possible to choose the date and time, bearing in mind that each session has a limited number of places.

For each session, a ranking list of admitted candidates and a waiting list, if any, is drawn up.

Below are the dates of the tests and the timetable for registration and publication of the admission rankings and any waiting list for each session:

Table 1

SESSION*	Period for registration for the ADMISSION test**	ADMISSION TEST SESSION	PUBLICATION DATES OF THE RANKING LIST	Place RESERVATION
1ST SESSION	From 15.00 on 04 April 2022 23:59 on 11 May 2022	19 May 2022	30 May 2022	02 June 2022
2ND SESSION	From 15.00 on 20 June 2022 23:59 on 11 July 2022	18 - 19 July 2022	26 July 2022	31 July 2022
3RD SESSION	From 15.00 on 02 August 2022 23:59 on 14 September 2022	22 - 23 September 2022	30 September 2022	03 October 2022

* Admission tests and rankings, in the sessions following the first, are only carried out if there are still places available for the 1st and/or 2nd year (see section 7).

** Candidates with disabilities or specific learning disorders (SLD) should check the deadlines in section 6.

3.1 WHO SHOULD CARRY OUT THE ADMISSION TEST

1ST SESSION

The following candidates may take the admission test in the 1st session:

- graduates or those enrolled in their final year at an Italian secondary school in Italy or abroad with a grade point average in their penultimate year of secondary school of **≥ 7.5/10**;
- graduates or enrolled in the last year of European Schools with a grade point average in their penultimate year of secondary school of **≥ 7,5/10**;
- graduates or enrolled in their final year at German schools in Italy who have obtained/are going to obtain a qualification equivalent to the Italian secondary school diploma with a grade point average in their penultimate year of secondary school of **≥ 7.5/10**;
- with a current or completed university career with fewer than 50 validated ECTS and a grade point average in the penultimate year of secondary school of **≥ 7.5/10**.

If you are a non-EU candidate and need a study visa, you should contact the **International Admissions Office** (international.admissions@unicatt.it), after reserving your place.

Candidates with validated examinations totalling 50 ECTS or more are exempt from taking the admission test.

To find out about acquiring credits for enrolling please consult the [Registration Portal User Guide](#).

Candidates with a university career in progress, concluded or interrupted with exams for a total greater than or equal to 50 ECTS, must consult the procedures relating to programme transfers, transfers from other universities, second degrees or resumption of career (see paragraph 7 Transfer from another university, transfer to another degree programme within Università Cattolica, second degree and resumption of career).



2nd and 3rd SESSIONS

If places are available, the following candidates may take the admission test in the 2nd and 3rd sessions:

- if you are a graduate candidate or enrolled in the last year in an Italian secondary school in Italy or abroad;
- graduates or enrolled in their final year at European Schools;
- with a diploma or enrolled in the last year at German Schools in Italy who have obtained / are going to obtain a title equivalent to the Italian secondary school diploma
- with a current or completed university career with fewer than 50 validated ECTS.

If you are a non-EU candidate and need a study visa, you should contact the **International Admissions Office** (international.admissions@unicatt.it), after reserving your place.

Candidates with validated examinations totalling 50 ECTS or more are exempt from taking the admission test.

To find out about acquiring credits for enrolling please consult the [Registration Portal User Guide](#).

Candidates with a university career in progress, concluded or interrupted with exams for a total greater than or equal to 50 ECTS, must consult the procedures relating to programme transfers, transfers from other universities, second degrees or resumption of career (see paragraph 7 Transfer from another university, transfer to another degree programme within Università Cattolica, second degree and resumption of career).

3.2 HOW TO REGISTER FOR THE ADMISSION TEST

To take part in the admission test, candidates must use the [Enrolment Portal](#), upload the required documentation, which is checked and validated by the competent offices, and submit the application by the deadlines indicated in Table 1.

When filling in the application form, the candidate must upload and/or self-certify, under his/her own responsibility, his/her report card and grade point average from the penultimate year of secondary school, a cover letter written in English (use the appropriate **format** published on the programme page) and a copy of the application **form** [programme page](#)), and a recognised English language certificate (see paragraph 1.1. LANGUAGE REQUIREMENT).

In order to be able to take part in the admission test, the report card, the English language certificate and the cover letter must be uploaded correctly by the deadline for registration for the test.

The data entered are verified by the relevant offices against the documents uploaded. Università Cattolica reserves the right to verify the data declared, in accordance with the regulations in force, DPR 445/2000 and subsequent amendments and additions.

A few days before the test, credentials to access the test platform are sent by e-mail. You will also be asked to run a mock test, which is **STRONGLY RECOMMENDED** in order to avoid errors that may cause problems during the actual session.

The result obtained in the admission test for the Communication Management profile of the Communication and Society degree programme is also valid for inclusion in the ranking for the **International relations and global affairs** profile of the Political Sciences and International Relations degree programme.

To do this, interested candidates must:

- open the application in the [Enrolment Portal](#) for the Communication Management profile by selecting one of the available sessions and pay the enrolment fee by the deadlines indicated in Table 1;
- submit through the [Enrolment Portal](#) a new application for the profile International relations and global affairs, within the deadline indicated in Table 1;



- take the admission test on the day and time selected when the application for the Communication Management profile was opened.

To find out about the procedure for enrolling in the 1st session please consult the [Enrolment Portal User Guide](#).

3.3 THE ADMISSION TEST

The test is held online and it is in English. It consists of 30 questions in the thematic area of Reading comprehension (including logic) in English.

1 point is awarded for each correct answer; 0 points are awarded for each incorrect answer.

Candidates may view the notice [INSTRUCTIONS FOR THE ONLINE ADMISSION TEST](#) published on the [programme page](#).

3.4 RANKING

The list of admitted candidates is drawn up on the basis of 60% of the average marks in the penultimate year of secondary school and 40% of the marks in the admission test.

A score of **0.1 to 2.5** is then added to the average, awarded by a special committee appointed by the Faculty on the basis of the cover letter.

For both the Communication Management profile and the International relations and global affairs profile, a merit list and a possible waiting list are drawn up.

The ranking list of admitted candidates and any waiting list will be published in the RANKING AND WAITING LIST section of the [programme page](#), by the dates shown in Table 1.

Admitted candidates must reserve their place within the deadline of the place reserve indicated in Table 1. If they fail to do so, they will be deemed to have withdrawn in favour of any candidates on the waiting list.

These candidates, if interested in participating in the ranking list of a subsequent session when places are available, must enter the application already opened in the [Enrolment Portal](#) and continue with the new application for inclusion in the ranking list. It is not necessary to repeat the admission test and the score of the test already taken and the declared grade point average plus the score of the cover letter assessed for the previous session will be taken into account when establishing the new ranking.

Any repechage will be published in the RANKINGS AND WAITING LISTS section of the [programme page](#).

Candidates who are absent from the admission test cannot be placed on the ranking list but may only register for the next test if places are available.

4. PLACE RESERVATION

To reserve a place it is necessary to pay the first instalment of the university contributions for the A.Y. 2022/2023 and through the [Enrolment Portal](#).

To find out about PLACE RESERVATION for enrolling please consult the [Enrolment Portal User Guide](#).

Once enrolled in the Communication Management profile, it is not possible to transfer to another undergraduate programme in the Faculty in the same academic year.

5. REGISTRATION

Those who have reserved a place must register within the deadlines indicated in paragraph 5.1, using the Enrolment Portal (see [Enrolment Portal User Guide](#)).

Enrolment is only possible after a secondary school diploma has been obtained, which is self-certified by the student in the Application Form.



Applications with incomplete or inconsistent documentation will not be accepted. Acceptance of the Application and the relevant documentation is in any case subject to subsequent more detailed checks. The student will be via email notified in the event of a negative outcome.

In the event of false or misleading statements being made on the documentation submitted by candidates, or of the formation or use of false documents, without prejudice to the sanctions provided for by the Criminal Code and the special laws on the subject (articles 75 and 76 D.P.R. 445/2000), the latter will be irrevocably precluded from finalising their registration. The University will take steps to recover any benefits granted and will not, except in exceptional and duly substantiated cases, reimburse the fees and contributions paid.

The amount paid as the first instalment of university fees and contributions for the academic year 2022/2023 is reimbursable provided that the request is made within 14 days of enrolment (i.e. from the upload of the Enrolment Application Form), following notification to the University of the student's wish to renounce enrolment; in this case the University will refund the amount paid retaining only the amount of €250 as reimbursement of administrative costs.

Refunds in the event of withdrawal are not applicable to: students admitted with a foreign qualification, as per the conditions on the website <https://international.unicatt.it/>.

At the same time as enrolment and in any case by the end of November 2021, the student undertakes to submit online the income data and documents via the "Compila redditi" application (accessible from the Enrolment Portal) required to determine the university contribution for the academic year 2022/23.

5.1 TIMING OF REGISTRATION

For those who have reserved their place by 12 September 2022, the deadline for registration is 12 October 2022.

If a place is reserved after 12 September 2022, the deadline for registration is 30 days from the date the place is reserved.

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

Candidates with disabilities or with specific learning disorders (SLD) are required to

1. upload in the appropriate section of the profile in the Enrolment Portal, the disability report or certificate relating to SLD;
2. send, if they intend to request compensatory measures for verification, an email to segreteria.disabili@unicatt.it or segreteria.dsa@unicatt.it by the dates indicated below, enclosing the "Form requesting compensatory measures and authorisation to process data for candidates with disabilities or Specific Learning Disorders (SLD)" which can be downloaded [here](#) and also available in the "Admission and enrolment" section of the programme page.



Table 2

	1st session	2nd session	3rd session
DATE OF ADMISSION TEST*	19 May 2022	18– 19 July 2022	22– 23 September 2022
DEADLINE FOR SENDING AN E-MAIL WITH THE REQUEST FORM FOR COMPENSATORY MEASURES	08 May 2022	03 July 2022	11 September 2022

* Admission tests and rankings, in the sessions following the first, are only carried out if there are still places available for the 1st and/or 2nd year (see section 7).

It should also be noted that:

- registration for the test must necessarily be carried out via the [Enrolment Portal](#);
- any "Request for compensatory measures form" sent after the deadline will not be taken into account;
- candidates are asked to select the first available assessment of the day in order to be able to properly manage the compensatory tools assigned.

For further information please contact the [Services for the integration of students with disabilities and SLD](#) office.

7. TRANSFER FROM ANOTHER UNIVERSITY, TRANSFER TO ANOTHER DEGREE PROGRAMME WITHIN UNIVERSITÀ CATTOLICA, SECOND DEGREE AND RESUMPTION OF CAREER

Candidates wishing to transfer from another university, change course within Università Cattolica, enrol in a second degree programme or resume their university career must meet the admission requirements and comply with the deadlines and procedures set out above using the **Enrolment Portal**.

- Transfer from another university: <https://studenticattolica.unicatt.it/studenti-corsi-e-carriera-trasferimenti>
- Transfer to another degree programme within Università Cattolica <https://studenticattolica.unicatt.it/studenti-corsi-e-carriera-passaggio-interno-di-corso-di-laurea>
- Second degree and career resumption <https://studenticattolica.unicatt.it/studenti-corsi-e-carriera-seconde-lauree-ripresa-carriera>

Candidates are exempt from the entrance examination if they have with validated examinations totalling 50 ECTS or more.

For the registration for the years following the 1° are available:

- 9 places for the 2nd year
- 8 places for the 3rd year

8. INTERNATIONAL CANDIDATES

Candidates with a foreign qualification must comply with the provisions issued by the Ministry of Universities and Research, which have been published in a specific note. For information on admission



to the undergraduate programme in Communication and Society, please contact the International Admissions Office and read the admission procedures at this [link \(https://international.unicatt.it/ucscinternational-undergraduate-programmes\)](https://international.unicatt.it/ucscinternational-undergraduate-programmes).

The candidates:

- with a degree or enrolled in the last year in an Italian secondary school in Italy or abroad;
- with a degree or enrolled in the last year at European schools located in Italy or abroad;
- with a degree or enrolled in the last year at German Schools in Italy who have obtained / are going to obtain a title equivalent to the Italian secondary school diploma

must follow the procedures and timetable set out in this document.

If you are a non-EU candidate and need a study visa, you should contact the **International Admissions Office** (international.admissions@unicatt.it), after reserving your place.

9. VERIFICATION OF INITIAL PREPARATION (VPI)

Candidates who achieve a score of at least 16/30 in the admission test will pass the Verification of Initial Preparation (VPI).

Candidates who score less than 16/30 in the admission test are given an OFA (Additional Educational Obligation) in *English Reading Comprehension and Logic*. The OFA consists of a course with compulsory attendance and a final skills test. The course and the test must be passed within the first year of the programme. In the event of non-attendance of the OFA course or failure of the examination, the student will be enrolled in the 1st year as a repeating student.

In the case of OFAs, candidates will be notified after enrolment via their personal iCatt page.

Candidates transferring from another university, changing course within Università Cattolica, taking a second degree or resuming their university career and are admitted to a year following the first are considered OFA exempt. They will therefore not be assigned OFAs.

10. CONTACTS

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

If you need support in using the Enrolment Portal, you can use the "Assistenza corsi di laurea" button in the Enrolment Portal.

11. FINAL NOTES AND PERSON IN CHARGE OF THE PROCEDURE

Simultaneous enrolment in more than one university course given by Università Cattolica, other universities or university institutes is prohibited (pursuant to Art. 4 paragraph 3 - Title I "General Rules" - of the Didactic Regulations of Università Cattolica), except in the cases provided for by the regulations in force.

The "General regulations for determining university fees for the A.Y. 2022/23" apply to enrolled students on undergraduate degree programmes.

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 (Director of Student Career Services Management).

Milan, 15 March 2022