



## Bachelor of Science in “BUSINESS ADMINISTRATION & ECONOMICS”

**CALL for APPLICATION A.Y. 2019/20**

**Disclaimer:** *this is a translation of the Italian selection announcement for the Bachelor of Science in “Business Administration & Economics”. Its purpose is to provide information to foreign students. It has no legal value. The only official and legally binding source is the original Italian selection announcement.*

### Aim of the course

The **B.Sc. in Business Administration & Economics** is an **undergraduate course, fully taught in English**, useful to cope with the complexities encompassing the global economy. The programme is characterised by a multidisciplinary approach, tackling with concepts and models from Management, Economics, Finance and Quantitative Methods. The main aim of the BA&E programme is to equip students with competencies and tools both conceptual and methodological, in order to face challenges regarding the economic system including the internal dynamics of several organisations and institutions.

The **course structure** (*whose total length is 3 years*) is characterised by two main parts:

- The **1<sup>st</sup> part** foresees two years, in which the students will acquire the basic knowledge in Management, Economics, Finance and Quantitative Methods fields.
- The **2<sup>nd</sup> part** foresees one year, in which the students will deepen their knowledge in one out of two selectable curricula\*: Business Administration (*curriculum code T16*) and Economics (*curriculum code T17*).

*\*The students can select the preferred curricula (T16 or T17) at the time of the application for the 1<sup>st</sup> year. However, the decision can be modified at the time of the application for the 3<sup>rd</sup> year.*

### Application Period

- **1<sup>st</sup> Call: January 23 – March 7, 2019**
  - The 1<sup>st</sup> call is reserved to :
    - EU students;
    - International (*Non EU*) students resident in Italy;
    - International (*Non EU*) students resident abroad that require study VISA;
- **2<sup>nd</sup> Call: April 18 – June 6, 2019**
  - The 2<sup>nd</sup> call is reserved to :
    - EU students;
    - International (*Non EU*) students resident in Italy;

**IMPORTANT: International (Non EU) students that require a study VISA can apply ONLY to the 1<sup>st</sup> call.**

Those students who were eligible but not admitted in the 1<sup>st</sup> call will be included in the second call ranking with their original points.

## Application Procedure

**The selection process will be based on two steps of evaluation:**

**1<sup>st</sup> step: Education background evaluation**

**2<sup>nd</sup> step: Skype Interview.**

In order to start the application procedure, please fill in the application form at the following web-site: <https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=EN>

► Point 1) “Apply to the Admission Test” ► Point a) “Start application procedures” ► Select FACULTY OF ECONOMICS ► Select Business Administration & Economics.

The course code T16 identifies the Business Administration curriculum while the course code T17 represents the Economics one. This choice can be modified during the enrolment procedure at the third year, but *the candidate can apply ONLY TO ONE COURSE CODE (T16 or T17).*

At the end of the procedure, the system will realise an application form. In the last page of the application form you will find **a form (bollettino) of € 30 to pay**. It is a not refundable administrative fee.

In the form (bollettino) you will find all the information useful for the payment:

- Amount to pay;
- Causale;
- **CTRL**;
- CODICE FISCALE (keep this code in order to further access to the Delphi System)

You can pay it by cash in any Unicredit bank or by using a credit card at the following link: <https://online-retail.unicredit.it/ibx/web/public/universityTaxes.jsp>

REMEMBER: the Unicredit service online is closed from 8:30 pm to 1:00 am (GMT +1) and the payments occurred after 4:30 pm will be processed the day after. Taking in consideration the above mentioned schedule is asked to the candidate to respect it in order to avoid the non-fulfilment of the deadlines of the call for application with the penalty to be excluded from the selection.

For any doubt about the on-line payment, please check this guide: [Unicredit payment Instructions.pdf](#)

**Once you have paid the form (bollettino), you will receive the AUTH code.**

If the amount will be paid by cash, the AUTH code will be on the payment receipt while, if the amount will be paid on-line, the code will be sent by mean of a mail (the mail is itself the

payment receipt) that has to be inserted on the DELPHI system in order to validate the payment.

**The payment validation is NECESSARY in order to be admitted to the selection.**

After the validation, the DELPHI system will release you a **PROTOCOL NUMBER** with which you can will be able to check your position in the final ranking.

The following categories of students are exempted from the payment:

- Disabled students in accordance with article 3, paragraph 1 and 3 of the Law of 5th February, 1992, n.104 or students with an invalidity equal to or more than 66% (D.R. 19161 of 2nd June, 2014);

### Available Places

For the A.Y. 2019/20 the **available places** offered by the University of Rome Tor Vergata for the B.Sc. in Business Administration & Economics are **180** of which:

- o 135 for EU students
- o 45 for NON-EU (*International*) students who need study VISA, of which 3 belonging to “Marco Polo” project

1 <sup>st</sup> Call		2 <sup>nd</sup> Call
90 Places		90 Places <i>(and any additional place left from the previous call )</i>
45 for EU students	45 for non-EU students who need study VISA, of which 3 belonging to the “Marco Polo” Project	- For EU and non-EU students that are already resident in Italy <i>(the students that have to obtain the study VISA cannot participate to the 2<sup>nd</sup> call)</i>

### Course Switch and Transfers

The application and enrolment requirements outlined in this call for application for the A.Y. 2019/20 are necessary also in case of:

- o Students that come from another Universities rather than the University of Rome Tor Vergata that want to claim the transfer to the B.Sc. in Business Administration & Economics programme;
- o Students from the University of Rome Tor Vergata that want to claim the course switch from one course to the B.Sc. in Business Administration and Economics.

### **Enrolment to 2<sup>nd</sup> and 3<sup>rd</sup> year**

- The application and enrolment requirements outlined in this call for application for the A.Y 2019/20 are necessary also in case of direct enrolment to the 2<sup>nd</sup> and 3<sup>rd</sup> years. Whose students that obtained the recognition of:

- **≥ 27 CFU\*\*\*\*** will be enrolled to the **2<sup>nd</sup> year** ( *the enrolment will be subjected to the available places*)
- **≥ 54 CFU\*\*\*\*** will be enrolled to the **3<sup>rd</sup> year** ( *the enrolment will be subjected to the available places*)

\*\*\*\* *The CFU recognised are those related to the B.Sc. course and NOT to those obtained in the previous course which the students come from. The exams that will be considered are those which will be performed and passed within the 10<sup>th</sup> of August 2019.*

After the performance and conclusion of the selection for the 1<sup>st</sup> year, **the students can request for the official and final evaluation of their previous academic career.**

This evaluation will confer (in *case of positive results*) to the students the recognition of the CFU in accordance to the criteria of the B.Sc. course. **The deadline to the submission of the request is the 31<sup>st</sup> of December 2019 (once the enrolment procedure is concluded).**

### Participation Requirement

The main participation requirement that has to be fulfilled by those students that want to acquire the right to pursue the B.Sc. at the University of Rome Tor Vergata is :

- **Secondary school diploma valid for the enrolment in the Italian Universities that must be equal or equivalent to 12 years of education.**

For further and more detailed information regarding the **foreign qualification\*\*\*** and others that do not fulfil the above mentioned requirement, please click on the following link <https://economia.uniroma2.it/ba/business-administration-economics/foreign-qualifications-to-apply/> and read the [Attachment 1](#) and [Attachment 2](#).

\*\*\**The foreign diploma at the time of the enrolment **MUST** be provided with the related official legalization, translation and **declaration of value.** It can be **released** by the **Italian Diplomatic Representative in the country in which the diploma has been issued** or by an **equivalent attestation** issued by [ENIC-NARIC centres](#) (In Italy, you can consult the [CIMEA website](#) ).*

**In addition, the candidate MUST insert/upload in the DELPHI system:**

- His/her name and surname, that must be the same as those reported on the ID or Passport;
- Indicates his/her personal email address and the Skype contact (*they will be used by the university for further communication to the candidate and the following interview*);
- Attach the ID or the Passport;
- Attach his/her **CV in English (Europass format)**;

- Attach the transcript of **High School Records** (*from the last two years of High School*); in case of foreign transcript of High School Records the candidate must attach to it the related Italian or English translation;
- Attach the High School Diploma (*if already obtained*);
- Attach an **International English language certificate** (ESOL, GESE, ISE, IELTS, TOEFL, TIE...) **at least a B2 level** in according with the **CEFR** (*Common European Framework of Reference for Languages*).  
*Exceptions apply in case of:*
  - A certificate that indicates English language as primary teaching language;
  - High School Diploma (*already obtained at the time of the application*) on “Liceo Linguistico”;
  - Candidate that attended at least one semester in a foreign High School, in this case the transcript of records, obtained during the semester spent in foreign High School, will substitute the English certificate;
- SAT or ACT (not compulsory).

**IMPORTANT: If the candidate provides an erroneous or an incomplete documentation or if he/she does not pay or validate the payment, his/her application will not be evaluated.**

### **Selection and Evaluation Criteria and Ranking List Establishment**

The **selection procedure is equally applied to both 1<sup>st</sup> and 2<sup>nd</sup> call**, it is **based on the evaluation of the documents** submitted at the time of the application and on an **oral interview** that will be held by means of a Skype call.

The **evaluation** is based on a **scale of 100 points** of which:

- **Up to 70 points** for the evaluation of the documents submitted at the time of the application (*30 points for the English Certification, 30 points for the Transcript of High School Records/ High School Diploma, 10 point for the CV*);
  - **Up to 30 points** for the oral interview (*the students will be admitted to the oral interview only if the evaluation of their documents submitted at the time of the application reached a score of at least 49/70*);
- The results of the evaluation of the documents submitted at the time of the application and the related schedule of the Skype call will be communicated to the students by means of an email (*the email address that will be used is the one indicated in the application form*).

- If the candidate obtained a score that does not allow the latter to participate to the Skype Interview, he/she can apply to the second call for application submitting an ameliorated version of the documentation required.
- Before the beginning of the Skype interview, the candidate must provide to the interviewer its identification document that previously attached to the application form.
- The candidates that will obtain, on the Skype Interview, a score lower than 21/30 will be excluded in the final raking and they cannot neither repeat the Skype Interview nor participate to the second call of selection.
- Those students that will obtain, including both evaluation and interview, a **score of at least 70/100** will be considered **suitable** for the admission to the B.Sc. in Business Administration & Economics.
- If the candidate will not be available on the schedule communicated to him/her by email, he/she will be automatically excluded from the final ranking.

<b>Results Communication and Evaluation Schedule</b>	
<b>1<sup>st</sup> Call</b>	<b>2<sup>nd</sup> Call</b>
<b>Documents Evaluation:</b> 14 <sup>th</sup> March 2019	<b>Documents Evaluation:</b> 13 <sup>th</sup> June 2019
<b>Skype Interview:</b> by 29 <sup>th</sup> March 2019	<b>Skype Interview:</b> by 4 <sup>th</sup> July 2019

*The results and the related schedule of the Skype interview will be communicated by an email sent to the address already identified by the candidate at the time of the application.*

### **Merit ranking and enrolment term**

The merit ranking will be assessed according to the score obtained by the candidate that include both the document evaluation and the Skype interview.

► The students that will be classified suitable must obtain a scoring equal or greater than **70/100**.

The merit ranking will be published on the [course website](#) following the below mentioned schedule:

- **1<sup>st</sup> Call : 11<sup>th</sup> April 2019**
- **2<sup>nd</sup> Call: 15<sup>th</sup> July 2019**

The publishing of the merit ranking on the [course website](#) will be considered itself as a communication. Moreover, in order to protect the privacy of the candidates, the merit ranking will be published according to the **protocol number** on the application form.

If you have lost your protocol number, you can recover it by following this procedure: In the Delphi platform click on Student Section → Apply to the Admission Test → b. Reprint Application → Insert your Fiscal Code and your Ctrl → Print Receipt Validated with Protocol Number.

**The candidates identified as winners in the selection must proceed with the online enrolment following the below mentioned schedule:**

Candidates	Pre-Enrolment schedule
Winners from the 1 <sup>st</sup> call both EU and Non-EU that will obtain the diploma by July 2019	<b>From 15<sup>th</sup> April 2019 to 30<sup>th</sup> April 2019</b>
Candidates	Enrolment schedule
EU winners from the 2 <sup>nd</sup> call that will obtain the diploma by July 2019	<b>From 16<sup>th</sup> July 2019 to 1<sup>st</sup> August 2019</b>

- Those **candidates** (even if they resulted winners according to the merit ranking) will be **classified as renunciative** if they do **not proceed with the pre-enrolment** procedure.
- **Vacancies** that will result at the end of the selection and enrolment procedures, will be **assigned (by skimming the merit ranking)** to those **students** that resulted **suitable but not winners**.

The merit ranking subject to the above mentioned procedure will be published on the [course website](#) following the next schedule:

1 <sup>st</sup> Call Merit Ranking Skimming	Enrolment deadline
<b>9<sup>th</sup> May 2019</b>	From <b>16<sup>th</sup> July 2019</b> to <b>1<sup>st</sup> August 2019 (for EU students)</b> From <b>3<sup>rd</sup> September 2019</b> to <b>17<sup>th</sup> September 2019 (for NON-EU candidates who need study VISA)</b>
1 <sup>st</sup> Merit Ranking Skimming	Enrolment deadline
<b>6<sup>th</sup> August 2019</b>	From <b>3<sup>rd</sup> September 2019</b> to <b>17<sup>th</sup> September 2019</b>
2 <sup>nd</sup> Merit Ranking Skimming	Enrolment deadline
<b>19<sup>th</sup> September 2019</b>	From <b>23<sup>th</sup> September 2019</b> to <b>8<sup>th</sup> October 2019</b>
2 <sup>nd</sup> Merit Ranking Skimming for Non EU candidates that must obtain the study VISA	Enrolment deadline
<b>19<sup>th</sup> September 2019</b>	From <b>23<sup>rd</sup> September 2019</b> to <b>8<sup>th</sup> October 2019</b>

If after the 31<sup>st</sup> of October 2019, *deadline established by the MIUR for the assignment of the residual vacancies to NON-EU students that require the study VISA*, there exist additional vacancies the last merit ranking skimming will take place and the related results will be published on the **6<sup>th</sup> of November 2019**.

## TRANSFER OR COURSE SWITCH

► **In case of Course Switch or Transfer from other Universities**, the students have not to follow the enrolment procedure, but must provide to the Students Secretary a **copy** that proves one of the above-mentioned requests **from 1<sup>st</sup> August 2019 to 31<sup>st</sup> December 2019**.

## Tuition fees payment and validation

***N.B. All the Pre-Enrolment/Enrolment procedures will be communicated together with the publication of the merit ranking.***

All the information about tuition fees, deadlines and payment methods, will be available in our Student Guide 2019/2020 at <http://web.uniroma2.it/> and <http://iseeu.uniroma2.it>

In the Guide it is possible to find also all the payment exemptions options.

► **Students with foreign qualification will be admitted to the selection with reserve.** If they are winners, in addition to the the enrolment procedure, they will have to provide the documents required by legislation, available on the website of the Ministry of Education <http://www.studiare-in-italia.it/studentistranieri/> .

### **Further Information and Contacts**

► **Ministry of the Education, University and Research:** <http://www.miur.gov.it/>;

► **University of Rome Tor Vergata:** <http://en.uniroma2.it/>;

► **University of Rome Tor Vergata - Economics Faculty:**

- Via Columbia, 2, 00133, Roma;
- <https://economia.uniroma2.it/>;

► **Programme and Admission Office of the course B.Sc. Business Administration and Economics:**

- Via Columbia, 2, 00133, Roma;
- Tel: 0672595800
- <https://economia.uniroma2.it/ba/business-administration-economics>
- [students@economia.uniroma2.it](mailto:students@economia.uniroma2.it);

► **Students Secretary Economics Faculty:**

- Via Columbia, 2, 00133, Roma;
- Building A, Ground Floor;
- Opening Schedule:
  - Monday, Wednesday and Friday : 9:00 am – 12:00 pm;
  - Wednesday : 14:00 pm – 16:00 pm;
- [segreteria-studenti@economia.uniroma2.it](mailto:segreteria-studenti@economia.uniroma2.it);

► **International Students Office:**

- Via Cracovia 50, 00133, Roma
- Building D, Ground Floor;
- Opening Schedule:
  - Monday, Wednesday and Friday : 9:00 am – 12:00 pm;
  - Wednesday : 14:00 pm – 16:00 pm;

- Tel: 0672593231/2566/2567
- [international.students@uniroma2.it](mailto:international.students@uniroma2.it)