



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Admission Notice
Academic Year 2016-2017

School of Economics and Political Science

Selection open to candidates in possession of a foreign qualification wishing to enroll in the second-cycle degree courses in

- Business Administration (LM-77 – Class of *laurea magistrale* degrees in Management)
- Economics and Finance (LM-56 – Class of *laurea magistrale* degrees in Economics)



1. ADMISSION REQUIREMENTS

In order to be eligible for admission, applicants are required to:

- 1) be in possession, by 30th July 2016, of a foreign qualification recognized as equivalent, according to current legislation, to a first-cycle degree or to a three-year Italian *Diploma Universitario*;
- 2) meet specific curricular requirements and have, in accordance with the provisions set forth in article 6, paragraph 2, of Ministerial Decree no. 270/2004, an adequate educational background as further specified in the course information sheets provided for in annex 1;
- 3) fill in and submit the online pre-enrolment application form (point 2 of this notice) by 22nd April 2016.

The assessment of curricular requirements and the evaluation of the candidates' educational background will be carried out as outlined in the course information sheets provided for in annex 1.

2. ONLINE APPLICATION AND DOCUMENTS TO BE SUBMITTED FOR THE PURPOSES OF CURRICULAR REQUIREMENTS ASSESSMENT

Detailed information on how to submit the application online, as well as on the application procedure as a whole, is available at www.economia.unipd.it.

Applications may be submitted starting **from 12.00 noon local time (GMT+1) on 1st February 2016 and no later than 12.00 noon on 22nd April 2016**.

When filling in the application form, candidates will be required to provide their personal data, their permanent address and details of any high school and university qualifications obtained abroad.

For the purposes of curricular requirements assessment and educational background evaluation, during the online procedure candidates will be required to upload the following documents:

- identity document;
- curriculum vitae written in English;
- two reference letters (preferably at university level);
- transcript of records for any qualifications obtained abroad, preferably including ECTS statistics; for those countries in which it is issued, the Diploma Supplement can be uploaded in place of the transcript of records;
- personal statement;
- copy of their first-cycle university diploma (if already awarded) along with a statement of validity (*dichiarazione di valore*);
- copy of their high school diploma (if already awarded) along with a statement of validity (*dichiarazione di valore*);
- copy of the residence permit to stay in Italy for non-EU citizens residing in Italy;
- copy of the payment receipt for the 27 euro pre-enrollment fee (the credit transfer request form to be used is provided for in annex 2 on page 7).

Candidates will be required to submit further documents at enrolment stage; detailed information is available at <http://www.unipd.it/en/how-apply>

For further information or queries, candidates may **contact the University Call Centre, available from Monday to Friday, from 9 a.m. to 5 p.m. at 0039 (0)49 8273131** or write an e-mail to imma.uniweb@unipd.it

Students with disability or dyslexia may contact the University Disability and Dyslexia Service (<http://www.unipd.it/en/students-special-needs>) to report any special needs they may have or to enquire about tuition fees reductions and services available for support in relation to class attendance.

3. PUBLICATION OF ASSESSMENT RESULTS

Starting from 6th May 2016, assessment results will be made available on www.unipd.it/en/business-administration, www.unipd.it/en/economics-and-finance and www.economia.unipd.it as follows:

1 – for EU and non-EU citizens legally residing in Italy in possession of a foreign qualification, assessment results will only be expressed in terms of eligibility (eligible/not eligible);

2 – for non-EU citizens residing abroad, assessment results will be equally expressed in terms of eligibility (eligible/not eligible); however, should the number of applications exceed the number of places available for enrolment, a merit ranking list will also be published in which each candidate will be given an overall score based on the assessment of their records and overall curriculum.

Admission is conditional on the verification of the qualifications claimed, on their actual awarding in case candidates have not yet obtained them, and on submission, on part of the candidates, of the documents listed at <http://www.unipd.it/en/how-apply>.

Along with assessment results, enrolment terms and conditions will also be advertised.

4. FURTHER INFORMATION

Further information on privacy policy, university fees, financial aids and scholarships is available at <http://www.unipd.it/en/how-apply>.

Details of university fees, financial aids and scholarships with reference to the past academic year are available, for information purposes only, at <http://www.unipd.it/en/tuition-fees-scholarships-tax-relief-schemes>; updated information for the academic year 2016/2017 will be made available by April 2016.

Any amendments or integrations to the content of this admission notice will be advertised on the University web pages at <http://www.unipd.it/en/how-apply>.

In relation to any issues not expressly addressed in this admission notice, reference shall be made to current legislation.

Padova, 29/1/2016

The Rector
Prof. Rosario Rizzuto

ANNEX 1 – DEGREE COURSE INFORMATION SHEETS

Business Administration - Economia e Direzione Aziendale

Available places

- unrestricted access for EU and non-EU citizens legally residing in Italy, provided that they meet course requirements;
- 30 places available for non-EU citizens residing abroad; of these, 5 places are reserved for Chinese students on the Marco Polo Programme.

Curricular requirements and adequate educational background

Candidates wishing to enroll in the second-cycle degree in Business Administration are required to meet minimum curricular requirements and have an adequate educational background.

Applicants are expected to have already acquired a basic knowledge – to the level taught in the first cycle of university education – in ‘economic’, ‘corporate’, ‘quantitative’ and ‘legal’ subjects and to demonstrate, in particular, a good command of

- ✓ Business administration
- ✓ Microeconomics and macroeconomics
- ✓ Accounting
- ✓ Management control
- ✓ Corporate organization
- ✓ Economics and business management
- ✓ Marketing
- ✓ Commercial Law

Below are the minimum curricular requirements subject to assessment:

- 26 CFU/ECTS credits in one or more of the following areas

SECS-P/07 – Business administration and management;

SECS-P/08 – Management;

SECS-P/09 – Finance;

SECS-P/10 – Organization studies;

SECS-P/11 – Financial markets and institutions;

ING-IND/35 – Business and Management engineering;

- 8 CFU/ECTS credits in one or more of the following areas:

SECS-P/01 – Economics;

SECS-P/02 – Economic policy;

SECS-P/03 – Public economics;

- 8 CFU/ECTS credits in one or more of the following areas:

SECS-S/01 – Statistics;

SECS-S/03 – Economic statistics;
SECS-S/06 – Mathematical methods of economy, finance and actuarial sciences;
MAT/05 – Mathematical analysis;
MAT/06 – Probability and statistics;
MAT/08 – Numerical analysis;
MAT/09 – Operational research;

- 8 CFU/ECTS credits in one or more of the following areas:

IUS/01 – Private law;
IUS/04 – Business law.

The assessment of the above-listed curricular requirements, as well as the evaluation of the candidates' educational background, shall be carried out by a Commission made up of the chairman (or a delegate) of the Degree Course Teachers' Council, a member to be designated by the Degree Course Teachers' Council and a member to be designated by the relevant Department.

In assessing candidates, the Commission shall take into account the skills they have acquired in areas similar or comparable to the ones identified above; whenever necessary, the Commission may also ask candidates for an interview that may be conducted over the internet.

At the end of the assessment process, the Commission shall decide whether or not the candidate meets curricular requirements and has an adequate educational background; a merit ranking list shall be drawn up for non-EU citizens residing abroad only, solely to be used in the event that the number of eligible candidates should exceed the number of places available.

Further information on the degree course is available at www.unipd.it/en/business-administration

Economics and Finance – Economia e Finanza
•Curriculum “Banking and Finance”
•Curriculum “Economics and Public Finance”

Available places

- unrestricted access for EU and non-EU citizens legally residing in Italy, provided that they meet course requirements;
- 30 places available for non-EU citizens residing abroad; of these, 5 places are reserved for Chinese students on the Marco Polo Programme

Curricular requirements and adequate educational background

Students wishing to enroll in the second-cycle degree course in "Economics and Finance - Economia e Finanza" are required to meet minimum curricular requirements and demonstrate an adequate educational background.

Applicants are expected to have already acquired a basic knowledge (to the level taught in the first cycle of university education) in 'economic', 'corporate', 'quantitative' and 'legal' subjects and to demonstrate, in particular, a good command of

- ✓ Microeconomics and Macroeconomics
- ✓ Mathematics for economics
- ✓ Statistics and Economic Statistics
- ✓ Business Administration
- ✓ Theory of Finance and Corporate Finance
- ✓ Financial brokerage Economics.

It is also assumed that candidates have an adequate knowledge of the English language and that they are familiar with the main computer programs (word processing, spreadsheets, database design and management, presentation tools).

The minimum curricular requirements subject to examination are:

-12 CFU/ECTS in one or more of the following areas:

SECS-P/07 – Business administration and management;
 SECS-P/09 – Finance;
 SECS-P/11 – Financial markets and institutions;

-16 CFU/ECTS in one or more of the following areas:

SECS-P/01 – Economics;
 SECS-P/02 – Economic policy;
 SECS-P/03 – Public economics;
 SECS-P/05 – Econometrics;

-22 CFU/ECTS in one or more of the following areas:

SECS-S/01 – Statistics;
 SECS-S/03 – Economic statistics;
 SECS-S/06 – Mathematical methods of economy, finance and actuarial sciences;
 MAT/05 – Mathematical analysis;

MAT/06 – Probability and statistics;
MAT/08 – Numerical analysis;
MAT/09 – Operational research.

The assessment of the above-listed curricular requirements, as well as the evaluation of the candidates' educational background, shall be carried out by a Commission made up of the chairman (or a delegate) of the Degree Course Teachers' Council, a member to be designated by the Degree Course Teachers' Council and a member to be designated by the relevant Department.

In assessing candidates, the Commission shall take into account the skills they have acquired in areas similar or comparable to the ones identified above; whenever necessary, the Commission may also ask candidates for an interview that may be conducted over the internet.

At the end of the assessment process, the Commission shall decide whether or not the candidate meets curricular requirements and has an adequate educational background; a merit ranking list shall be drawn up for non-EU citizens residing abroad only, solely to be used in the event that the number of eligible candidates should exceed the number of places available.

Further information on the degree course is available at www.unipd.it/en/economics-and-finance

ANNEX 2 – CREDIT TRANSFER REQUEST FORM



UNIVERSITÀ
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CREDIT TRANSFER REQUEST

Amount:	27,00 €
Reason for payment/ Notes:*	XX2016120030 <i>(*) Information for the bank: insert the note without interruption</i>

Beneficiary:	Università degli Studi di PADOVA Via 8 Febbraio, 2 - 35122 Padova
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Banking Institution details	Cassa di Risparmio del Veneto - Gruppo Intesa Sanpaolo
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International Bank Account Number (IBAN):

IT COUNTRY	81 CHECK DGT	V CIN	06225 ABI	12186 CAB	100000300875 ACCOUNT NO.
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For foreign transfers: BIC - BANK IDENTIFIER CODE/SWIFT: **IBSPIT2P**

Please make the transfer by:	
<input type="checkbox"/>	Payment in cash
<input type="checkbox"/>	Charged in c/c n° _____
Payer:	
Surname/Name: _____	
Place and date of birth _____	On ___/___/_____
Tax Code: _____	
Address: _____	
Identity Document: _____	

Date: ___/___/_____

Signature: _____