



**BACHELOR of SCIENCE in "BUSINESS ADMINISTRATION and ECONOMICS"**  
**CALL for APPLICATION a.y. 2017/2018**

**Aim:** The BA&E bachelor is a **interdepartmental** degree course useful to cope with the complexity of a global economy. The programme presents a multidisciplinary approach, tackling with concepts and models from Management, Economics, Finance and Quantitative Methods. The structure of the programme is continuously updated, focusing on the development of concrete links between theory and real-world applications. The international context supports our students to strengthen their own integration and co-competition abilities to successfully approach the professional and the personal life. The BA&E programme provides the competencies and the conceptual and methodological tools to meet the challenges of the economic system and the internal dynamics of organisations and institutions that elaborate their strategies in it. The first two academic years share a base of common training courses; on the third year, students can choose between two different curricula, **Business Administration** or **Economics**.

**Course Language:** English.

**Application Period:** **May 8 – June 23, 2017** (I<sup>st</sup> Call); **July 17 – August 25, 2017** (II<sup>nd</sup> Call)

**On-line Application Form:** Please fill it in at the following web-site,

<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>

Select Student Section → Point 1 "Apply to the Admission Test" → Point a "Start application procedures" → Select **FACULTY OF ECONOMICS** → Select **Business Administration & Economics**

There is a 35 Euro not refundable administrative fee.

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>

Once you have paid the bollettino, please remember to validate it by filling-in the application form with the CTRL and AUTH codes.

**Requirements:** Secondary school diploma valid for the enrolment in the Italian Universities (12 years of education).

**Number of places on offer:** 180 (135 for EU students; 45 for NON-EU students, of which 10 "Marco Polo" students) as following:

- I<sup>st</sup> Call: 90 places (45 for NON-EU students, of which 10 "Marco Polo" students)
- II<sup>nd</sup> Call: 90 places (in addition to places left from the first call). Students who were eligible but not admitted in the first call will be included in the second ranking with their original points.

**Application Procedure:**

- a) To indicate the e-mail address and the Skype account;
- b) Declaration of the final grade obtained in Mathematics and English (from the last two years if the student does not have the diploma yet; from the last year if the student has already the diploma). It is mandatory to submit the related document (in PDF, JPEG or TIFF format);



- c) Transcript of records of the current academic year. Foreign students have to submit also an Italian/English translation of the certificate. It is mandatory to submit the related documents (in PDF, JPEG or TIFF format);
- d) High-school diploma (if already available). Foreign students have to submit also an Italian/English translation of the certificate; moreover, they have to communicate the minimum and maximum grade obtainable from their studies;
- e) A Curriculum Vitae (PDF file);
- f) An English language certificate (B2 level), with clear indication about the institutions, the final grade and the minimum and maximum grade obtainable. It is mandatory to submit the related documents (in PDF, JPEG or TIFF format). The English language certificate is not required if the student has an English diploma or the previous education has been held in English.
- g) Declaration of the *SAT Reasoning Test* score (if obtained) with reference to Reading, Mathematics and Writing sections (<http://sat.collegeboard.org/home>); moreover, the student has to submit the copy of the certificate in PDF, JPEG or TIFF format;
- h) Declaration of the *ACT (American College Test)* score (if obtained) (<http://www.act.org/>); moreover, the student has to submit the copy of the certificate in PDF, JPEG or TIFF format;

#### **Admission Process:**

- Up to **70 points**: evaluation of the submitted documents (letter a-h); students are allowed to do an oral interview if a **minimum grade of 49** has been reached;
- Up to **30 points**: oral interview. The interview, which will be held in English, will assess different skills such as mathematics, verbal comprehension and logic.

The interview will be held via Skype in these days:

- For the first call: Within **July 10**, 2017 for the students who hold a foreign diploma; within **July 13**, 2017 for all the other students;
- For the second call: Within **September 8**, 2017.

Students admitted to the oral interview will be contacted via e-mail in order to know the date and the time of the interview.

**Admission decisions:** by **July 17**, 2017 (for the I<sup>st</sup> call); by **September 11**, 2017 (for the II<sup>nd</sup> Call) on the web-site: <http://economia.uniroma2.it/ba/business-administration-economics>

All the students who obtain a **minimum grade of 70** will be eligible.

Admitted students with a foreign diploma are required to provide to the University Foreign Students Office the **Declaration of Value** in order to be allowed to do the on-line enrollment. The Declaration is obtainable from the Italian Embassy or Consulate in the country where the degree was completed. If the documentation is irregular, the student will be automatically erased.

**On-line enrollment:** Admitted students must confirm their enrollment on-line from **July 19 to July 28, 2017 (for the I<sup>st</sup> Call)**, and from **September 14 to September 22, 2017 (for the II<sup>nd</sup> Call)**.

Please perform the following procedure:

Fill out the assessment questionnaire at the website <http://www.quest.uniroma2.it>.

A questionnaire code (QC) will be issued to be entered upon validation of the payment. The QC is



valid for 5 days starting from the completion date of the questionnaire. At its expiry, the questionnaire will have to be filled out again in the following way:

1. Log into the Online Services website: <http://delphi.uniroma2.it>;
2. Select Student Section, select Registration (section 2);
3. Select "start application procedure" (section a) then click on On-Campus courses;
4. Select your faculty and click on "I have passed the Admissions test" and enter the requested information (the system will process your registration to the Course for which you passed the test); **if the student wishes to pay the second instalment in a single payment instead of paying it in two instalments select the related option;**
5. Print the invoice of the first instalment payment;
6. Make the payment at any UniCredit bank Agency or online by using a credit card at the following link: <https://online-retail.unicredit.it/ibx/web/public/universityTaxes.jsp>;
7. Log into the Online Services website again then enter the payment codes (CTRL and AUTH borne on the invoice and the QC) to validate the payment. Doing so will provide a matriculation number and a password;
8. Keep the latter information as they will grant access to the University's IT services (email, payment of subsequent instalments, requesting list of taken exams, exams' registration, etc.).

**Vacancies:** whereas available, vacancies for eligible but not admitted students shall be announced on <http://economia.uniroma2.it/ba/business-administration-economics>

In the situation in which students will obtain an available vacancy, the on-line enrollment has to be finalized **from July 31 to August 17, 2017 (for the I<sup>st</sup> Call) and from September 25 to October 6, 2017 (for the II<sup>nd</sup> Call).**

**Presenting documents to the Student Secretary:** After validating the payment, the following document shall be presented to the Students Secretary's Office **by October 13, 2017:**

- a) **The enrolment form** pre-compiled, to be signed upon presentation, bearing in the specific area a passport-sized photo;
- b) **two passport-sized photos** identical to the one put on the application form
- c) **a valid ID document**
- d) **photocopy of the payment receipt** (except for those who are entitled to a total tuition fee payment exemption)
- e) **Section of the paper** issued after the payment validation. That section bears the statement "*da consegnare alla Segreteria Studenti*" ("to be presented to the Students Secretary's Office").

- ✓ **The submission of incomplete documentation will be rejected.**
- ✓ **Validating the payment and submitting the aforementioned documents to the competent Students Secretary's Office is INDISPENSABLE in order to enrol.** If those documents are not submitted **within the above deadlines** the credentials to access their own online profile and University services will be deactivated.