



**BACHELOR of SCIENCE in
"BUSINESS ADMINISTRATION and ECONOMICS"
CALL for APPLICATION a.y. 2018/2019**

Disclaimer: this is a translation of the 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 announcement.

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: **January 22 – March 30, 2018** (Ist Call); **April 30 – June 15, 2018** (IInd 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**.

- ⇒ 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;



There is a 35 Euro not refundable administrative fee. In the bulletin released from the system you will find the following information:

- Sum to pay;
- Causale;
- CTRL.

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”, you will receive the AUTH code that has to be inserted in the DELPHI system in order to validate the payment.

The following categories of students are **exempt** from the contributions to be paid in order to participate in the admission test:

- 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);
- **International students who do not officially reside in Italy** (in accordance with a ruling of Board of Directors of 24th March, 2015).

In this case, the bulletin will contain also the AUTH code, useful for the validation of the application.

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

Requirements: Secondary school diploma valid for the enrolment in the Italian Universities (12 years of education). Please check all the information in Attachment 1 and Attachment 2

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

- Ist Call: 90 places (45 for NON-EU students, of which 10 “Marco Polo” students)
- IInd 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 passport/ID number (and attach the document);
- b) To indicate the e-mail address and the Skype account;
- c) 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);
- d) Transcript of records of the current academic year. Students with a foreign diploma 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);
- e) **High-school diploma** (if already available). Students with a foreign diploma 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. **All the information about foreign qualifications valid to access to first cycle degree programmes in any Italian Universities are available in the [Attachment 1](#) and [Attachment 2](#);**
- f) A Curriculum Vitae (PDF file) written in English;
- g) An English language certificate internationally recognized (ESOL, GESE, ISE, IELTS, TOEFL, TIE, etc), with clear indication about the institutions, the final grade and the minimum and maximum grade obtainable. The minimum level request is a B2. 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 or in a "Liceo Linguistico" high-school.
- h) 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;
- i) 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;
- j) Pre-enrolment request presented to the Embassy (only for foreign students who need STUDY VISA).



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 hold in English, will assess different skills such as mathematics, verbal comprehension and logic.

Calendar for the final decisions and admission process:

FIRST CALL	<u>Evaluation of the documents</u> : April 6, 2018 <u>Interview (via Skype)</u> : within April 27, 2018 (for all the candidates).
SECOND CALL	<u>Evaluation of the documents</u> : June 22, 2018 <u>Interview (via Skype)</u> : within July 6, 2018 (for all the candidates).

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 **May 10, 2018** (for the Ist call); by **July 18, 2018** (for the IInd 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:

- FOR EU STUDENTS: Admitted students must confirm their enrollment on-line from **July 19 to September 3, 2018** (both for the Ist Call and the IInd Call).
- FOR NON-EU STUDENTS (WHO NEED STUDY VISA): Admitted students must confirm their enrollment on-line from **September 10 October 1, 2018**.



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:

- FOR EU STUDENTS: from **September 10 to October 1**, 2018 (for the first scrolling); from **October 8 to October 31**, 2018 (for the second scrolling).
- FOR NON-EU STUDENTS (WHO NEED STUDY VISA): from **October 8 to October 31**, 2018.



Presenting documents to the Student Secretary: After validating the payment, the following document shall be presented to the Students Secretary's Office **by November 12, 2018:**

- 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.