

Regulations for Admissions to Bachelor's Degree Courses Academic Year 2021/22

These Regulations, approved by the Academic Senate at its meeting of 4th November 2020, lay down the rules for admissions to IULM University Bachelor's Degree Courses for the academic year 2021/22.

1. Places available for the academic year 2021/22

The Academic Senate deliberated the following number of enrolments for Bachelor's Degree Courses for the academic year 2021/22:

Faculty of Arts and Tourism

 Arts, Media, Cultural Events. Fashion and Creative Industries. 	
Tourism, Management and Culture	
Faculty of Interpreting and Translation	
 Interpreting and Communication Modern Languages for Digital Humanities	
Faculty of Communication	
Communication, Media and Advertising	530
Corporate Communication and Public Relations	540
Corporate Communication and Public Relations (in English)	200

2. Access requirements

The following categories of candidates may apply for the admissions test:

- Italian or EU nationals holding an Italian 5-year high school diploma or equivalent qualification²;
- Italian or EU nationals holding a qualification equivalent to the Italian high school diploma obtained on completion of a period of schooling of no less than 12 years;
- non-EU nationals upon presentation of an application for admission in accordance with provisions in force regarding the entry, stay and enrolment of foreign/international students, as well as an evaluation of documentation and of each specific situation;
- Italian citizens attending the fourth year of an Italian high school with the exception of the Bachelor's degree course in Interpreting and Communication, for which attendance in at least the fifth year is compulsory:
- Italian citizens attending the third and fourth year of a four-year Italian high school (upper secondary school education institution)³ -with the exception of the Bachelor's degree course in Interpreting and Communication, for which attendance in the fourth and last year is compulsory;
- Italian citizens attending the fifth year of an Italian high school;
- EU or non-EU nationals attending the final year in a high school in their home country or a *Foundation Year* (a preparatory course for international students who have not completed a 12-year period of schooling), subsequent to evaluation of documentation and of each specific situation.

² Candidates holding a qualification equivalent to the Italian high school diploma (even a four-year Italian high school, IV EQF Level qualification) must verify the validity for University admission purposes by asking the issuing institution.

³ Activated based on the Ministerial Decree n. 567 of August 3rd 2017 which aims at promoting a national plan for innovation in the Italian education system, reducing to 4 years the traditional education system of 5 years of education in Italian high schools.



Applicants for the admissions test for the Bachelor's degree course in *Corporate communication and Public Relations* must have a knowledge of English equivalent to at least level B2 in the *Common European Framework of Reference for Languages* (CEFR). Applicants who are not in possession of the required language certification (or with certification that is no longer valid) must take the specific Assessment Test following the procedures described below.

Applicants who have completed their entire high school studies attending English-speaking schools in Italy or abroad will be exempt from the assessment test.

For admission to the Bachelor's degree course in *Interpreting and Communication* and in *Modern Languages for Digital Humanities*, candidates are required a basic knowledge of English (not inferior to A2 Level of CEFR), while for all other languages, a beginner level is accepted. Therefore, applicants whose result is "beginner level" in both written and oral test cannot be accepted to the Bachelor's degrees courses.

3. Dates of admissions test sessions

Tests for admission to the Bachelor's degree courses for the academic year 2021/22 will take place on the following dates:

• 1st session: 30th November to 5th December 2020⁴

2nd session: 11th to 20th March 2021

• 3rd session: 19th to 29th May 2021

• 4th session: 9th to 17th July 2021

Once all places have been filled for the ordinary sessions, the Academic Senate may authorise the organisation of further extraordinary sessions for courses with further availability of non-assigned places.

Exceptional circumstances may lead to changes in the dates of the sessions.

The opening of the sessions may be arranged in stages, i.e. registration procedures for the different sessions will be activated at the same time as enrolments are proceeding.

During the different sessions, only applications for tests where a sufficient number of places are still available will be requested.

4. Terms and procedures for enrolment in admissions tests

Applications must be made using the specific form to be compiled through the Online services.

Applicants must <u>register</u> before enrolling for the test. Registration is to be carried out only once. After completing registration, the system will assign a user name and password which will allow applicants to sign in and fill in their personal details. It is compulsory to provide your personal details the first time you access the site.

Once you have registered and provided your personal details you can access Registrar's Office > Preenrolment/Admission test ("Segreteria > Test di ammissione") and register for the test.

During enrolment procedures you will be asked to provide:

- Front-and-back scanned copy of your currently-valid ID document in the PDF format (ID card/passport) along with a front-and-back scanned copy of your Italian tax code/Italian health insurance card in the PDF format;
- third and fourth year school reports (in a single PDF file) for applicants in their fifth year or who have already finished school, or only the third year report for students currently in their fourth year:
- second and third year school reports (in a single PDF file) for applicants attending the fourth and last year of a four-year Italian high school⁵ (or already graduated from these high schools). Only the second year school report will be asked to applicants attending the third year;

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⁴ Except for Modern Languages for Digital Humanities Bachelor's degree course

⁵ Activated based on the Ministerial decree n. 567 of August 3rd, 2017.



- average marks for the third and/or fourth year (depending on current year of study excluding marks for physical education, religion and conduct/behaviour). The result must be rounded up or down to one decimal place (e.g. 7.53 = 7.5; 6.55 = 6.6; 6.96 = 7.0);
- any English language certification for at least level B2 (on condition it was obtained after 1st January 2018);
- for non-native Italian speakers applying for the Bachelor's course in *Corporate Communication* and *Public Relations*, any Italian language certification for at least level B2.

Applicants enrolled in an Italian school who attended their fourth year abroad may only enter their third year report; attending the fourth year abroad for at least one semester (which must be duly verified by attaching the final high school transcript of records and other relevant documentation, if available) will constitute an element of merit which will be taken into due consideration when drawing up the ranking.

Applicants enrolled in a foreign school (in Italy or abroad) will, if possible, enter their reports for the last two years; attending a foreign school will constitute an element of merit which will be taken into due consideration when drawing up the ranking.

Applicants in possession of a foreign qualification, or a qualification obtained from a foreign or international high school in Italy, must notify the University in advance (if possible prior to the closing date for enrolment in the test) by writing an e-mail to admission@iulm.it in order to verify the validity of the qualification for the purposes of admission to University courses, and at the same time to upload the documents to the apply.iulm.it platform. For this purpose, applicants must send their transcript of records, their high school diploma (if applicable), and other relevant documentation as described in the section of the University website dedicated to enrolment procedures for foreign students.

Students in possession of a foreign qualification or attending a non-Italian school who fail to give prior notice in accordance with the above procedures will not be admitted to the test for that session.

If verification on the part of the Students Office shows that the qualification held is not valid for admission to a university level course of study, the test participation fee will be refunded (net of secretarial fees).

Participation is subject to payment of a fee of $\in 120$, which will be deducted from the first instalment (on one occasion only for the course on which the student enrols) upon confirmation of enrolment.

It is possible to participate in more than one test for more than one degree course in the academic year 2021/22 by paying the €120 fee for each course. Exceptions are the degree courses in *Comunicazione d'impresa e relazioni pubbliche* and *Corporate Communication and Public Relations* for which it is not possible to register for both tests in the same session (since they are the same course with one being the English language equivalent of the other).

Students who fail to pass the test in one session may apply for a subsequent session for the academic year 2021/22 by submitting a new application for admission through the <u>Online services</u>, without having to pay a further test participation fee.

The participation fee will not be refunded under any circumstances.

Failure to pay the participation fee or late payment of the participation fee after the deadlines for each session will preclude access to the test.

Applications for admission to the test sessions must be submitted online in accordance with the following schedules:

- 1st session: 10th to 25th November 2020
- 2nd session: 26th November 2020 to 9th March 2021

⁶ Excepting students resident abroad who, subject to specific authorisation and/or through a recruiting agent, take the admissions test at another location abroad, for whom a different participation fee rate may be charged.



3rd session: 10th March to 13th May 20214th session: 14th May to 8th July 2021

Exceptional circumstances may lead to changes in the scheduled dates.

5. Test regulations

The test may be carried out either online or in person at the University; procedures will be communicated on each occasion on the University's website.

Online procedures:

- candidates must be in possession of a device equipped with webcam and microphone. The University's technical support will check that they function correctly following procedures to be communicated on each occasion;
- convocation for the test will be exclusively via e-mail using the address provided during registration. The e-mail will provide details of when personal details will be verified and when the actual test will be carried out;
- verification of personal details is compulsory for subsequent participation in the test; candidates must present themselves (at the time and following the procedures described in the e-mail) with a valid ID document (identity card, driving licence or passport; compulsory residence permit for candidates who do not have EU citizenship);
- the test must be carried out by logging in to the virtual rooms indicated in the e-mail, so that University staff can carry out the necessary invigilation. The staff will also formally start the tests: tests started prior to communication from the University staff and/or carried out without a connection to the virtual room will be considered null and void;
- while taking the test, candidates must comply scrupulously with the specified regulations and failure to do so will result in the test being declared null and void;
- candidates for the degree course in *Interpreting and Communication* are recommended to show any original copies of English language certification and/or other foreign languages.

6. Admissions Tests and Rankings

For the Bachelor's Degree Courses in:

- Arts, Media, Cultural Events
- Tourism, Management and Culture
- Interpreting and Communication
- Modern Languages for Digital Humanities

the test is not selective, but aimed exclusively at assessing personal skills. Only if the maximum number of places available has been reached will a ranking be drawn up on the basis of the results of the test aimed at assigning the remaining places.

Based on the results of the test, where applicable, Additional Learning Requirements (OFA) may be assigned in specific subjects. Assignment criteria and procedures will subsequently be determined in meetings of the Faculty Boards.

For the Bachelor's Degree Courses in:

- Fashion and Creative Industries
- Communication, Media and Advertising
- Corporate Communication and Public Relations



access is selective and is based on a ranking drawn up on the basis of scholastic merit and the results of the test. In particular, the position in the ranking (only for candidates already in possession of their school-leaving diploma or attending the fifth year of high school) is determined as follows:

- 50% test results;
- 40% school curriculum (average marks in third and fourth years);
- 10% level of knowledge of English as assessed during the admissions test.

Access procedures based on ranking scores depend on the session in which the test was carried out. In particular:

- for the 1st and 2nd sessions only candidates with a score of no less than 70 % of the maximum score will be admitted:
- for the 4th and final session all candidates will be admitted based on the ranking with the score obtained until all available places have been filled. Candidates with a score of less than 70% of the maximum score who may be included in the ranking may be admitted with the assignment of OFAs in specific subjects. Assignment criteria and procedures will subsequently be determined in meetings of the Faculty Boards;
- for the 3rd session, depending on the number of places still available for each specific degree course, the criteria applied to the 2nd session may be applied, or those for the 4th session may be applied in advance. The criteria adopted for the 3rd session will be communicated 5 days prior to the date of the test.

For the Bachelor's Degree Course in:

• Corporate Communication and Public Relations (in English)

access is selective and is based on a ranking drawn up on the basis of scholastic merit and the results of the test. In particular, the position in the ranking (only for candidates already in possession of their school-leaving diploma or attending the fifth year of high school) is determined as follows:

- 50% test results;
- 50% school curriculum (average marks in third and fourth years).

In order to be admitted to the test candidates must have a knowledge of English equivalent to at least level B2 in the *Common European Framework of Reference for Languages* (CEFR). In particular:

- candidates with an international language certificate (obtained after 1st January 2018) will be admitted directly to the test. A digital copy of the certification must be attached during the online registration procedures⁸;
- candidates who do not have a language certificate (or who have a certificate that is no longer valid) must take a language assessment test. If the results of the test show the candidate has a knowledge of English equivalent to level B2 or above, they will be admitted to the test.
 - Candidates who fail to pass the assessment test may, if they so wish, be admitted to the admissions test for the Bachelor's Degree Course in *Corporate Communication and Public Relations* (held in Italian) without having to make a further payment of the participation fee; conversely, the assessment test may be repeated in subsequent sessions at no additional cost.
 - Candidates who fail to pass the assessment test in one session, but manage to pass in a subsequent session may take the test to access the degree course in *Corporate Communication and Public Relations*. For this purpose, any test already passed for the degree course in *Corporate Communication and Public Relations* (held in Italian) will not be considered valid.

Access procedures based on ranking scores depend on the session in which the test was carried out. In particular:

⁸ Those who have passed the Assessment test in a previous test session (not prior to 1 November 2019) with a result at least equivalent to level B2 may also register for the test for Corporate Communication and Public Relations.



- for the 1st and 2nd sessions only candidates with a score of no less than 70 % of the maximum score will be admitted:
- for the 4th and final session all candidates will be admitted based on the ranking with the score obtained until all available places have been filled. Candidates with a score of less than 70% of the maximum score who may be included in the ranking may be admitted with the assignment of OFAs in specific subjects. Assignment criteria and procedures will subsequently be determined in meetings of the Faculty Boards;
- for the 3rd session, depending on the number of places still available for each specific degree course, the criteria applied to the 2nd session may be applied, or those for the 4th session may be applied in advance. The criteria adopted for the 3rd session will be communicated 5 days prior to the date of the test.

The structure and duration of the tests for each Bachelor's Degree Course are shown in Annex 2 of these Regulations.

7. Additional Learning Requirements (OFA)

Depending on the results of the test and the degree course enrolled on, Additional Learning Requirements (OFAs) may be assigned in specific subjects. The assignment of OFAs does not in any way compromise enrolment.

Assignment criteria, procedures and timescales for the OFAs will subsequently be determined by the respective Faculty Boards.

The Additional Learning Requirements must be satisfied by the end of the first year of the course (by September 2022).

For non-native Italian speakers (or for those who do not possess certification of knowledge of Italian equivalent to at least level B2) admitted to the degree course in *Corporate Communication and Public Relations*, information will subsequently be provided regarding procedures for reaching at least level B2 in Italian by the end of their course of studies.

8. Publication of Admissions Test Results

Results will be published on the following dates:

1st session: 15th December 2020
2nd session: 31st March 2021
3rd session: 8th June 2021
4th session: 26th July 2021

The dates are subject to variations.

The results will normally be communicated be e-mail to the address provided by the candidate during registration.

Candidates who are not admitted may apply to:

- repeat the test, by submitting an application through the <u>Online services</u> at no extra cost. In this case the score previously obtained for that course of studies will automatically be annulled;
- be included in the first appropriate ranking, following the instructions provided by the Students Office and maintaining the previously obtained score, subject to availability of places.

9. Confirmation of Enrolment and Registration



Registration can be carried out through the <u>Online services</u> and will be confirmed only upon receipt by IULM University of payment of the first instalment.

Those admitted must complete registration in the following periods:

- 1st session: from 12th January to 25th February 2021⁹
- 2nd session: from 31st March to 20th May 2021
- 3rd session: from 8th to 30th June 2021
- 4th session: from 26th July to 26th August 2021

For each session, the admitted candidate who fails to confirm registration by the respective deadline will lose any priority deriving from their position in the ranking for that session (and their place may be assigned to another candidate). Subsequently the candidates may apply to:

- be included in the first appropriate ranking, following the instructions provided by the Students Office and maintaining the previously obtained score (subject to availability of places);
- repeat the test, by submitting an application through the <u>Online services</u> at no extra cost. In this case the score previously obtained for that course of studies will automatically be annulled.

The registration of students awaiting the results of their school-leaving examination (the "Maturità") will be considered conditional until confirmation is provided through the <u>Online services</u> of having passed the exam. Students must provide the date of passing the exam and the mark obtained by 29th July 2021. Failure to communicate the result of the Maturità examination by 29th July 2021 will result in the cancellation of the registration without the right to a refund of the first instalment paid.

The first instalment paid will only be refunded if documented proof is provided of failure to pass the examination.¹⁰

Should fourth-year high school students pass the admissions test, they will be able to keep the score obtained and access a dedicated registration window (November 2021) to have priority enrolment for the academic year 2022/23. Procedures will be communicated from September 2021. Admitted candidates who do not take the opportunity to enrol by the end of the dedicated registration window (deadline to be communicated in September 2021)¹¹ will lose all rights deriving from the positive outcome of the test and will have to take the test again if they wish to enrol for the academic year 2022/23.

It must be noted that the courses and/or enrolment fees for the academic year 2022/23 may differ from those for the academic year 2021/22.

The test passed by candidates attending the fourth year of high school is to be considered definitive for the purposes of enrolment in the dedicated window, and therefore cannot be repeated even in part.

10. Scrolling of the Ranking List

If the number of students admitted exceeds the number of places available, the number of students in excess will be placed on a waiting list while maintaining their position in the ranking. After the closing date for registration for each specific session, any places left free by students who were admitted but did not proceed with registration may be assigned to admitted students on the waiting list in accordance with their order in the ranking (scrolling of the ranking list).

If necessary, the scrolling of the rankings will start on the following dates:

2nd session: 31st May 20213rd session: 6th July 2021

⁹ Except for the Modern Languages for Digital Humanities

¹¹ Passed test of fourth-year candidates is to be considered as final test for admission purposes in the dedicated enrolment session and therefore, it cannot be retaken, not even partially.



• 4th session: 2nd September 2021

The number of places available will be communicated to admitted students on the waiting list when the ranking is scrolled, as well as the time frame within which they must confirm registration, usually no more than three working days after the communication.

Following similar procedures, further scrollings may take place if there are still names on the waiting list and there are still places available.

As is the case with candidates who have been admitted, the position in the ranking for those who are on the waiting list who fail to confirm enrolment within the set deadlines will lose all validity.

11. Remote test for international students

Candidates who are foreign nationals resident abroad (or Italians resident abroad, even temporarily, who for exceptional and duly documented reasons are unable to connect on the scheduled dates and times) and are in possession of an Italian or foreign qualification, may take the test remotely by submitting a written request.

Foreign nationals resident abroad, after assessing their qualification and following dedicated procedures, may take the test remotely by submitting a request to admission@iulm.it, whereas Italians should write to a segreteria.studenti@iulm.it at least one week before the deadline for the application submission.

12. Candidates with disabilities and candidates with Specific Learning Disorder (DSA)

Candidates with disabilities, in possession of a certificate of civil disability and/or recognition of disabled status in accordance with Law 104/92, and candidates with Specific Learning Disorder (DSA), in possession of DSA certification in accordance with Law 170/2010 will be able to upload the documentation in PDF format during the online procedure for test enrolment.

This documentation shall be valid and issued in accordance with the law. In order to request the compensatory measures/dispensations it must be submitted at least 7 days before the test by sending an email to the diversaMENTE service at diversamente@iulm.it.



Transfers from other universities

As a rule, transfers into the first year, especially for degree courses for which there is a selective test, are not accepted. However, specific requests may be assessed on a case-by-case basis and acceptance will also depend on the compatibility between the timing of the request to leave the current university and the schedule of admissions tests at IULM University

In any case, if the conditions exist to accept the transfer request for the first year, the applicant will necessarily have to take the admissions test (and pass it in the case of selective tests).

If the student wishes to take the test in advance of the date on which they filed their request to leave their current university, they must give prior notice (at least ten days before the date of the test) to segreteria.studenti@iulm.it, or the test will be cancelled. In any case, the candidate may be included in the admissions ranking list only after their current university has issued authorization, after checking the availability of places and at their express request; until then, the candidate may neither be included in the ranking nor have a place reserved in advance.

Transfers into second and third years are always possible. They do not require students to take the test and will depend solely on the students studies carried out thus far as assessed by the Students Office.

It is possible for students withdrawing from other universities to be admitted to the first year, with the possibility (to be assessed on a case-by-case basis) of validating exams already taken. Students already in possession of their withdrawal certificate will be able to take the admissions test in the same way as ordinary candidates.

13. Privacy policy on the processing of personal data

Data is processed in accordance with the GDPR (General Regulation on Data Protection) art. 13, EU Reg. 2016/679.

14.Contacts

Ufficio Orientamento

Toll-free number: 800.363363

For information on Bachelor's Degree Courses: infopoint@iulm.it

For information on admissions test procedures: segreteria.studenti@iulm.it



Annex 1 Summary of terms and deadlines – academic year 2021/22

	Enrolment for test	Degree course	Test date	Publication of results	Registration
1st session	from 10 November to 25 November 2020	Interpreting and Communication English language Assessment Test for Corporate Communication and Public relations	30 November 2020	15 December 2020	from 12 January to 25 February 2021
		Communication, Media and Advertising	1 December 2020		
		Corporate Communication and Public Relations	2 December 2020		
		Fashion and Creative Industries Tourism, Management and Culture	3 December 2020		
		Arts, Media, Cultural Events Corporate communication and Public relations	4 December 2020		
2nd session	from 26 November 2020 to 9 March 2021	English language Assessment Test for Corporate Communication and Public relations	11 March 2021		from 31 March to 20 May 2021
		Interpreting and Communication	15 March 2021		
		Communication, Media and Advertising	16 March 2021	31 March 2021	
		Fashion and Creative Industries	17 March 2021		
		Corporate Communication and Public Relations	18 March 2021		
		Tourism, Management and Culture Arts, Media, Cultural Events	19 March 2021		
		Modern Languages for Digital Humanities*			
		Corporate communication and Public relations	20 March 2021		
3rd session	from 10 March to 13 May 2021	English language Assessment Test for Corporate Communication and Public relations	19 May 2021	8 June 2021	from 8 to 30 June 2021
		Interpreting and Communication	24 May 2021		
		Communication, Media and Advertising	25 May 2021		
		Fashion and Creative Industries	26 May 2021		
		Corporate Communication and Public Relations (in Italian)	27 May 2021		
		Tourism, Management and Culture Arts, Media, Cultural Events Modern Languages for Digital Humanities*	28 May 2021		
		Corporate communication and Public relations	29 May 2021		



		English language Assessment Test for Corporate Communication and Public relations	9 July 2021		
		Interpreting and Communication	12 July 2021		
		Communication, Media and Advertising	13 July 2021		
4th session	from 14 May to 8 July 2021	Fashion and Creative Industries	14 July 2021	26 July 2021	from 26 July to 26 August 2021
		Corporate Communication and Public Relations (in Italian)	15 July 2021		
		Tourism, Management and Culture Arts, Media, Cultural Events Modern Languages for Digital Humanities	16 July 2021		
		Corporate communication and Public relations	17 July 2021		



Annex 2 Summary Table with Test Details

Degree Coures	Subjects	Total Questions	Length of test
Communication, Media and Advertising	English, text comprehension, Italian grammar, verbal critical reasoning, numerical reasoning, logical reasoning and general knowledge	90 (60 Admissions test+ 30 English Placement Test)	80 minutes (50 + 30) Computer
Corporate Communication and Public Relations	English, text comprehension, Italian grammar, verbal critical reasoning, numerical reasoning, logical reasoning and general knowledge	90 (60 Admissions test+ 30 English Placement Test)	80 minutes (50 + 30) Computer
Corporate Communication and Public Relations (test in English)	Text comprehension, English, numerical reasoning, verbal critical reasoning, logical reasoning and general knowledge	60	50 minutes Computer
	English assessment test B2 (Use of English + Listening) Oxford English Test (only for students without suitable certification of knowledge of English of at least level B2)	45	80 minutes Computer
Arts, Media, Cultural Events	English, history, art history, economics applied to art and cultural events, text comprehension, Italian grammar, critical verbal reasoning, numerical reasoning and logical reasoning.	90 (60 Admissions test+ 30 English Placement Test)	80 minutes (50 + 30) Computer
Fashion	English, contemporary history, art history, fashion and design culture, text comprehension, Italian grammar, critical verbal reasoning, numerical and logical reasoning	90 (60 Admissions test+ 30 English Placement Test)	80 minutes (50 + 30) Computer
Tourism, Management and Culture	English, history, geography, tourism economics, text comprehension, Italian grammar, critical verbal reasoning, numerical reasoning and logical reasoning.	90 (60 Admissions test+ 30 English Placement Test)	80 minutes (50 + 30) Computer
Interpreting and Communication	English, history, civic education, geography, Italian language, logical reasoning, critical verbal reasoning and general know ledge + oral language assessment of both languages.	124 (54 Admissions test+ 70 English Placement Test)	120 minutes + follow ed by oral interview on same day Computer