

A.A. 2015 /2016

APPENDICE al Regolamento del Corso di laurea magistrale

INTERNATIONAL ECONOMICS AND COMMERCE

Admission of International Students

IEC welcomes International students.

Application procedures and documentation required vary according to the category of International students. Before proceeding you have to check to which category of International students you belong.

- ▣ Required qualifications
- ▣ How to apply
 1. Italian students with an Italian Bachelor Degree
 2. Italian and EU students with a foreign Degree
 3. Non EU students residing abroad

Required Qualifications

Admission of International students to IEC is subject to the possession of:

- a) a *first level* university degree in Economics or Business/Management Studies. Students with university degrees in other areas may also apply. In this case the Admission Committee will evaluate the suitability of the degree;
- b) a B2 level of English. *Students that possess the level but not the certification (FCE, IELTS 5.5 and above, TOEFL iBT 69 and above) will be asked to sit a Skype interview to assess their level of English.*

How to apply

1. Italian and other EU citizens (associated countries and non-EU equivalent students) holding an Italian Bachelor Degree (Laurea).

Please see *Ammissione studenti italiani* below.

2. Italian (including those with double nationality) and other EU citizens (associated countries and non-EU equivalent students) holding a foreign degree.

The enrolment procedure is in 4 steps:

Step 1: Pre-acceptance procedure.

First batch: *from February 2nd to May 30th, 2015.*

Second batch *from end of September to the beginning November, 2015.*

Prospective students have to send a signed copy of the **application form** (PDF) to iec@univpm.it,

together with the following documents:

- copy of Passport or Identity Card;
- curriculum vitae;
- copy of the university degree with transcript of records translated into English or Italian¹;
- letter of motivation (maximum length 1200 words): a short explanation in English on the academic and professional reasons explaining why the applicant is interested in IEC;
- any other useful documents (i.e.: language certificate, recommendation letter, etc.).

NB Application form and documents must be sent in PDF form

¹ Translation is not needed for documents in the following languages: Albanian, English, French, German, Greek, Roumanian, Spanish, Portuguese.

Step 2: Admission Procedure.

The Admission Committee will examine the documentation and if appropriate send an email to set up the date for a skype interview. If the interview is positive the AC will send a letter of acceptance and the candidate can start to prepare the documents for the enrolment procedure according to step 3 below.

N.B. The enrolment is in any case subject to the declaration of value issued by the Embassy/Consulate

Step 3: Validation of your qualifications at the Italian Embassy.

Contact the Italian Embassy in your country or the Italian Consulate nearest to you and present:

1. your university degree;
2. a certificate issued by the competent academic authority listing the exams you have passed;
3. official study programme including all the learning activities completed to obtain the foreign academic qualification, on the headed paper of the foreign university, with stamp and signature. *Translation is not required for programmes originally produced in English, French, German, Greek, Portuguese, Roumanian and Spanish;*
4. Four passport photos.

Documents 1 and 2 must be legalized by the competent local authorities and accompanied by a translation into Italian by a certified translator/public notary (please check with the Italian Embassy/Consulate about the right procedure).

The Embassy will:

- issue the “declaration of value” of your university degree;
- certify the other documents.

NB. EU students and non-EU equivalent students may replace the exams certificate with the “Diploma Supplement” for academic qualifications issued by universities in the European Higher Education Area (Bologna Process).

Step 4: ENROLMENT AT UNIVPM (from July to November 5th,2015)

Accepted candidates have to complete the enrolment procedure at the Università Politecnica delle Marche submitting the following documents to the “Segreteria Studenti”:

- a signed copy of the application for enrolment (to be downloaded and printed);
- the receipt of payment of the first instalment of the tuition fee;
- 1 front and back photocopy of your ID card or other valid identity document;
- 2 passport photos
- the original of your university degree and of the exams certificate accompanied by the certified translations (the exam certificate can be replaced by the Diploma Supplement);
- declaration of value issued by the Embassy or Consulate of the applicants' home country;
- official syllabus of the learning activities completed to obtain the foreign academic qualification, on the headed paper of the foreign university with stamp and signature;
- copy of the residence permit or receipt, confirming the application for the permit (only for non-EU equivalent students).

3. Non-EU citizens resident abroad

The enrolment procedure is in four steps

Step 1: Pre-acceptance procedure. From February 2nd to May 30th, 2015

Prospective students have to send a signed copy of the **application form** to iec@univpm.it,

together with the following documents:

- copy of Passport or Identity Card;
- curriculum vitae;
- copy of the university degree with transcript of records translated into English or Italian¹;

- letter of motivation (maximum length 1200 words): a short explanation in English on the academic and professional reasons explaining why the applicant is interested in IEC;
- any other useful documents (i.e. language certificate, recommendation letter, etc.).

NB Application form and documents must be sent in PDF form

¹ Translation is not needed for documents in the following languages: Albanian, English, French, German, Portuguese Roumanian and Spanish.

Step 2: Admission procedure. From February 2nd to May 30th, 2015

The Admission Committee will examine the documentation and if appropriate send an email to set up the date for a skype interview. If the interview is positive the AC will send a letter of acceptance and the candidate can start to prepare the documents for the enrolment procedure according to step 3 below.

Step 3: Pre-enrolment through the Italian Embassy/Consulate

Please note that the letter of acceptance doesn't substitute the **compulsory pre-enrolment** through the Italian Embassy-Consulate in your home country within due date, as established in each country by the Italian Embassy (**the deadline is June 30th, 2015**).

Validation of your qualification and pre-enrollment at the Embassy

Please contact the Italian Embassy in your country or the Italian Consulate nearest to you as soon as possible and present:

1. **the pre-enrollment application** *Pre-enrollment is available at Italian Embassies from end of March to the end of June 2015.*
2. your university degree;
3. a certificate issued by the competent academic authority listing the exams you have passed;
4. official study programme including all the learning activities completed to obtain the foreign academic qualification, on the headed paper of the foreign university, with stamp and signature.
5. 4 passport photos.

Documents 2 and 3 must be legalized by the competent local authorities and accompanied by a translation into Italian by a certified translator/public notary (please check with the Italian Embassy/Consulate about the right procedure).

The Embassy will:

- issue the "declaration of value" of your university degree;
- certify the other documents;

- an authenticated passport photo and an entry visa to Italy.

Step 4: ENROLMENT AT UNIVERSITY OF Ancona (from July to November 5th, 2015)

Accepted candidates have to complete the enrolment procedure at the Università Politecnica delle Marche submitting the following documents to the “Segreteria Studenti”:

- a signed copy of the application for enrolment (to be downloaded and printed);
- the receipt of payment of the first instalment of the tuition fee;
- copy of the passport and Visa for “STUDIO”;
- 2 passport photos;
- the original of your university degree and of the exams certificate accompanied by the certified translations;
- declaration of value issued by the Embassy or Consulate of the applicants' home country;
- official syllabus of the learning activities completed to obtain the foreign academic qualification, on the headed paper of the foreign university with stamp and signature, translated into Italian;
- copy of the residence permit or receipt, confirming the application for the permit (only for non-EU equivalent students);

Ammissione Studenti Italiani

IEC costituisce il naturale sviluppo e completamento degli studi per gli studenti che provengono dai percorsi triennali della Facoltà di Economia "Giorgio Fuà".

Possono presentare domanda studenti laureati in altre Università italiane e straniere in possesso dei requisiti curriculari e linguistici indicati di seguito.

Requisiti curriculari e linguistici.

Domanda di ammissione.

Immatricolazione.

1. Requisiti curriculari

Possono presentare domanda i laureati e i laureandi della sessione autunnale (che si laureano entro dicembre 2015) in possesso di uno dei seguenti titoli:

- a)** avere conseguito la Laurea in una delle seguenti classi:
 - ex D.M. 270/2004: L-18 (Scienze dell'economia e della gestione aziendale), L-33 (Scienze economiche);
 - ex D.M. 509/99: classe 17 (Scienze dell'economia e della gestione aziendale), classe 28 (Scienze economiche);
 - previgente ordinamento quadriennale.
- b)** nel caso di lauree in altre classi la Commissione di Ammissione valuterà l'adeguatezza della personale preparazione tramite colloquio.

2. Requisiti linguistici

- a)** Curriculum IEB: certificato di lingua inglese di livello B2 (FCE, IELTS 5.5 e superiore, TOEFL iBT 69 e superiore);
- b)** Curriculum BOS: certificato di lingua inglese di livello B1 (PET, IELTS 4 e superiore, TOEFL iBT 44 e superiore).

NB: Gli studenti che non posseggono una certificazione linguistica debbono sottoporsi al test di verifica della conoscenza della lingua inglese alle date indicate sotto, pena esclusione dalla graduatoria.

Domanda di ammissione

Lo studente può presentare la domanda di ammissione per un solo CLM ed indirizzo della Facoltà di Economia "Giorgio Fuà". La domanda di ammissione può essere presentata entro il 3 settembre 2015 (1° verifica) o entro il 24 novembre 2015 (2° verifica).

La domanda va presentata online al seguente link:

<http://www.univpm.it/Entra/Engine/RAServePG.php/P/458610013400/M/403810013479/T/mmatericolazione-iscrizione-CL-Magistrale>

Calendario Accertamento requisiti curriculari e verifica della personale preparazione

Termini 1^a verifica (settembre 2015):

Scadenza presentazione domande	3 settembre
Trasmissione domande alle Commissioni	8 settembre
Valutazioni requisiti curriculari da parte delle Commissioni	9-11 settembre
Pubblicazione esito valutazione domande	14 settembre
Test Lingua Inglese (solo per coloro che non posseggono una certificazione)	<u>14 settembre, ore 9.30</u>
Colloqui per verifica personale preparazione	16-21 settembre
Pubblicazione elenco degli idonei	23 settembre

Termini 2^a verifica (dicembre 2015):

Scadenza presentazione domande	24 novembre
Trasmissione domande alle Commissioni	27 novembre
Valutazioni requisiti curriculari da parte delle Commissioni	30 novembre-3 dicembre
Pubblicazione esito valutazione domande	4 dicembre
Test Lingua Inglese (solo per coloro che non posseggono una certificazione)	<u>4 dicembre, ore 9.30</u>
Colloqui per verifica personale preparazione	9-11 dicembre
Pubblicazione elenco degli idonei	14 dicembre

N.B. Alla seconda verifica prevista nel mese di dicembre possono partecipare soltanto i candidati che non abbiano partecipato alla prima

Immatricolazione

Per le norme di immatricolazione e la modulistica relativa consultare il sito della Segreteria studenti di Economia -

<http://www.univpm.it/Entra/Engine/RAServePG.php/P/403810013479/T/Segreteria-studenti-Economia-pagina-iniziale>.

