

DEPARTMENT OF ECONOMICS AND MANAGEMENT

GUIDELINES FOR THE RECOGNITION OF EXAMS FOLLOWING A COURSE CHANGE, A TRANSFER OR CAREER SHORTENING



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Introduction

1. The following guidelines have been adopted for students who intend to pursue their university career in limited-number degree programmes in:
 - Business Management
 - Business Management, part time
 - Business Administration and Law
 - Economics and Management (in Italian)
 - Economics and Management (in English)
2. Information contained in this document is of an indicative nature, useful as general guidance. For any other different admission procedure, you should carefully read the call for applications, which regulates course changes, and new enrolments in the case of closed careers due to loss of student status, withdrawal from studies or attainment of another degree.

1. Submission of the application for credit recognition

1. Students currently enrolled at the University of Trento or at another university or students with a career closed for graduation, loss of student status or withdrawal from studies can apply for credit recognition. In order to be admitted to the second or third academic year without having to sit the entrance test, a verification will be conducted to assess the relevance and correspondence of the previous career with the new chosen study course, considering the available positions within the annual planning.
2. Students interested in applying for admission with credit recognition, as a precautionary measure, should enroll and take the admission test for the first year of the desired course according to the deadlines specified in the call for applications. This way, students not admitted to the second or third year of the course can enroll in the first year if they have a favorable position in the ranking.
3. For the *Economics and Management* track (in English) the following prerequisites are also needed:
 - passing the *Economics and Management* entrance test (any pass grade is sufficient if the student is admitted to the second or third year);
 - knowledge of English at a B2 level;

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- verification of the relevance and correspondence of the previous career with the study course.
- 4. The application shall be submitted according to the modalities and within deadlines specified in the call for applications to the degree programme.
- 5. Recognition of credits is subject to a positive evaluation regarding the non-obsolescence of the educational content. Therefore, applications for credit recognition for exams taken more than 10 years prior to the application will not be accepted.
- 6. A signed self-declaration bearing the following information must be attached to the application:
 - University of provenance, degree programme and year of enrolment in the programme.
 - exams actually taken at the time of the application submission, including:
 - date of examination,
 - ECTS credits (if applicable, alternatively, the hours spent on each course),
 - grades expressed in thirtieths or an assessment,
 - disciplinary-scientific area of each exam (if applicable)

To complete the application, the syllabi of the exams for which recognition is requested must also be submitted.

- 7. Students applying for credit recognition for exams taken abroad must also attach a copy of the syllabus in the original language and in Italian. Syllabus presented in English can also be evaluated.
- 8. Candidates may translate the programs (syllabi) themselves, provided that the translation is then subsequently formalized by the competent authorities.
- 9. Applications that are incomplete or that are submitted beyond the specified deadlines will not be accepted.

2. Requirements for admission to the second or third year

- 1. The **requirements** for each degree programme are listed in the tables attached to these guidelines (Attachments 1 and 2), divided according to the year of admission.

3. Recognition of completed activities

1. For the recognition of exams, an evaluation is conducted based on the programs (syllabi), the correspondence of disciplinary-scientific sectors, the credits, and the method of assessment and evaluation of learning.
2. In order to obtain the number of credits needed for recognition of a specific teaching activity, the use of credits from another activity of a different disciplinary area is allowed, up to a maximum of 3 credits and not exceeding 30% of the credits recognized in that particular disciplinary area.
3. In the case of partial recognition of an exam due to a lack of credits, following enrollment in the degree program, the student must take a supplementary exam based on a syllabus to be agreed upon with the relevant lecturer.
4. Exams taken in Italian or in another language can be considered for recognition.
5. For the Economics and Management degree program (English track), exams taken in English are normally evaluated. No more than 32 ECTS credits can be recognized for exams/courses carried out in a language other than English, subject to positive verification of the relevance and correspondence of such exams with the study course.
6. In the case of activities carried out abroad, the Erasmus, Double Degree, and bilateral agreement tables will be used to determine the grade or assessment to be recorded in the academic record. If conversion is not possible, the exams will be recognized with an Approved assessment.

4. Credits recognition and ranking

1. If applications for credit recognition exceed the number of annually planned slots, applications will be shortlisted according to an established order. This is based on a score determined by the sum of the average score and the credit score, weighted on a 50-point scale using the following formulas:
 - 50/100 assigned based on the number of university credits recognized during evaluation of the previous career. This score is assigned as follows: 32 ECTS/cfu=0, ..., 60 ECTS/cfu=50;
The score related to the number of credits obtained is determined as follows:
Credit score = $[50/28 * (\text{recognizable credits} - 32)]$. (up to a maximum of 60 even if the difference is greater)

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- 50/100 assigned based on the average grades of the recognized exams. This score is determined as follows: 18/30= 0 punti, ..., 30/30=50 punti.

The score related to the grade point average is determined as follows:

Grade point average score = $[50/12 \cdot (\text{GPA} - 18)]$ (the grade point average refers to the recognizable exams, excluding the grades of the mandatory 32 compulsory credits).

2. The Student Services Office will inform the concerned parties of the result of the credits recognition procedure and it will also send them a summary of the recognized activities and of the ranking obtained.
3. Notification will be sent via e-mail and/or published on the Department's website.
4. Students not admitted to the second or third year may be admitted to the first year if they are admitted following the admission test.
5. Students admitted to the second or third year in the Economics and Management degree program, English track, must still pass the admission test.

5. Registration of recognized activities in career

1. In the case of enrollment, recognized exams will then be recorded in the Esse3 management system (after the payment of fees and of any contribution required for previous career closed for loss of student status or withdrawal from studies, or for a transfer) and will be visible online in the student's personal area, usually by December 31st of the current calendar year.

ATTACHMENT 1 – CREDITS CHART FOR ADMISSION TO THE SECOND YEAR

Degree Programme	CFU for admission to 2 nd year	Compulsory Exams
Business management Business administration and Law Economics and Management (in Italian)	32 cfu	Test di matematica Test di Lingua straniera livello B1 Test di Informatica (ECDL moduli 1, 2, 3, 4) Economia e misurazione aziendale 8 cfu Introduzione all'economia 12 cfu Matematica 12 cfu
Economics and Management (in English)	32 cfu	Mathematics Test Language Test: English B2 Computer Science Test (ECDL moduli 1, 2, 3, 4) Mathematics 12 cfu Introduction to Economics 12 cfu Introduction to Financial Accounting 8 cfu
Business Management Part-time	20 cfu	Test di matematica Test di Lingua straniera livello B1 Test di Informatica (ECDL moduli 1, 2, 3, 4) Economia e misurazione aziendale 8 cfu Matematica 12 cfu

ATTACHMENT 2 – CREDITS CHART FOR ADMISSION TO THE THIRD YEAR

Degree Programme	CFU for admission to 3 rd year	Compulsory Exams
Business Management Business administration and Law	80 cfu	Test di matematica Test di Lingua straniera livello B1 Test di Informatica (ECDL moduli 1, 2, 3, 4) Economia e misurazione aziendale 8 cfu Matematica 12 cfu Introduzione all'economia 12 cfu Diritto Privato 6cfu Diritto Pubblico 6 cfu Analisi dei Dati e Statistica 8 cfu Contabilità, bilancio e principi contabili 12 cfu + altri esami per tot 16 cfu
Economics and Management (in Italian)	80 cfu	Test di matematica Test di Lingua straniera livello B1 Test di Informatica (ECDL moduli 1, 2, 3, 4) Economia e misurazione aziendale 8 cfu Matematica 12 cfu Introduzione all'economia 12 cfu Introduzione al Diritto 12 cfu Analisi dei Dati e Statistica 8 cfu Microeconomia 8 cfu + altri esami per tot 20 cfu



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Degree Programme	CFU for admission to 3 rd year	Compulsory Exams
Economics and Management (in English)	80 cfu	Mathematics Test Foreign Language Test: English B2 Computer Science Test (ECDL modules 1, 2, 3, 4) Mathematics 12 cfu Introduction to Economics 12 cfu Introduction to Financial Accounting 8 cfu Introduction to Law and Regulation 12 cfu Microeconomics 8 cfu Data Analysis and Statistics 8 cfu + other exams for 20 cfu
Business Management Part-time	64 cfu	Test di matematica Test di Lingua straniera livello B1 Test di Informatica (ECDL moduli 1, 2, 3, 4) Economia e misurazione aziendale 8 cfu Matematica 12 cfu Introduzione all'economia 12 cfu Diritto Privato 6 cfu Diritto Pubblico 6 cfu Analisi dei Dati e Statistica 8 cfu Contabilità, bilancio e principi contabili 12 cfu