

DEPARTMENT OF ECONOMICS AND MANAGEMENT

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

From academic year 2026/2027

(English translation)

The only binding version is the Italian one.



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This document sets out the requirements and criteria for eligibility for admission to years after the first and for the recognition of credits from a previous academic career for limited-access bachelor's degree programmes in:

- Business Management
- Business Management, part time
- Business Administration and Law
- Economics and Management (in Italian)
- Economics and Management (in English)

1. Programme correspondence and available places

1. Students with a previous academic career may be admitted to the 2nd or 3rd year of a degree programme:
 - a) if there are available places in the destination programme compared to the number of places planned for each year;
 - b) if the exams already passed are coherent and correspond to the study programme they intend to undertake.
2. Students who do not meet the requirements for admission to the 2nd or 3rd year must enrol in and pass the admission test for the 1st year of the programme of interest, in accordance with the deadlines set out in the admission call. Enrolment in the 1st year will only be possible in the event of a suitable position in the ranking list.

2. Requirements for admission to years after the first

1. The requirements for each degree programme are set out in the tables attached to these guidelines (Attachments 1 and 2), divided according to the year of admission.
2. For the Economics and Management track (in English), the following are also required:
 - passing the admission test for the Economics and Management programme (any pass grade is sufficient if the student is admitted to the second or third year);
 - English language proficiency at B2 level.

3. Application for admission to years after the first and credit recognition

1. The procedures and deadlines for submitting applications for admission to years after the first are established annually and published on the University website.
2. The application must include a signed self-certification stating the following information:
 - home University, degree programme and year of enrolment;
 - exams passed at the time of application, indicating:
 - date of examination;
 - ECTS credits (if applicable; alternatively, the number of teaching hours);
 - grades expressed out of thirty or as a pass/fail assessment;
 - scientific-disciplinary area of each exam (if applicable).

In addition, the syllabi of the exams for which recognition is requested must be submitted.

3. Students applying for recognition of exams taken abroad must also submit copies of the syllabi in the original language and in Italian. Syllabi in English may also be assessed.
4. Syllabi may be translated independently by the applicant, provided that the translation is subsequently certified by the competent authorities.
5. Incomplete applications or applications submitted after the deadlines will not be accepted.

4. Credit recognition criteria

1. For the purposes of exam recognition, the assessment will consider the syllabi, correspondence of scientific-disciplinary sectors, credits, and methods of assessment and evaluation of learning outcomes.
2. Credit recognition is also 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.
3. To complete 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.
4. 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.
5. Exams taken in Italian or another language may be assessed.



6. For the Economics and Management degree program (English track), exams taken in English are normally assessed. No more than 32 CFU may be recognised for learning activities carried out in a language other than English, subject to verification of coherence and correspondence with the study programme.
7. In the case of activities carried out abroad, Erasmus, Double Degree and bilateral agreement tables will be used to determine the grade or assessment to be recorded. Where conversion is not possible, activities will be recognized with the assessment 'Approved'.

5. Credit recognition and ranking list

1. If the number of candidates eligible for admission to years after the first exceeds the number of places available, an admission ranking list will be drawn up.
2. Ranking will be determined based on a score calculated as the sum of the score related to the grade average and the score related to the recognized credits, weighted on a 50-point scale, according to the following formulas:
 - 50/100 points based on the number of recognized university credits: 32 CFU/ECTS = 0 points, ..., 60 CFU/ECTS = 50 points.
Credit score = $[50/28 \times (\text{recognizable credits} - 32)]$ (maximum 60 CFU even if the difference is greater).
 - 50/100 points based on the average grade of the recognized exams: 18/30 = 0 points, ..., 30/30 = 50 points.
Average grade score = $[50/12 \times (\text{GPA} - 18)]$ (the average grade refers to recognizable exams excluding the grades of the mandatory 32 CFU).

6. Outcome of recognition and enrolment

1. The Student Services Office will inform applicants of the outcome of the credit recognition process, providing a summary of the recognized activities and any ranking list.
2. Notification will be given by email and/or by publication on the Department website.
3. Students **not admitted** to the second or third year may be admitted to the first year if they admitted following the admission test.
4. Students admitted to the second or third year in the Economics and Management degree program, English track **must in any case be eligible** in the admission test.



7. Recording of recognised activities and review of recognition

1. Upon enrolment, recognized exams will be recorded in the Esse3 management system (after payment of tuition fees and any contribution required in the case of a previous career closed for loss of student status or withdrawal from studies, or in case of a transfer) and will normally be visible online in the student's reserved area by 31st December of the current calendar year.
2. Any requests for review must be submitted no later than the end of the academic year of the student's admission to the University.



Attachment 1 – Credits Chart for admission to the second year

Degree Programme	CFU for admission to 2 nd year	Compulsory Exams
Business management	32 cfu	Test di matematica Test di Lingua straniera livello B1 Test di Informatica (ECDL moduli 1, 2, 3, 4)
Business administration and Law		Economia e misurazione aziendale 8 cfu Introduzione all'economia 12 cfu Matematica 12 cfu
Economics and Management (in Italian)	32 cfu	Test di matematica Test di Lingua straniera livello B1 Test di Informatica (ICDL moduli 1, 2, 3, 4) Matematica 12 cfu Fondamenti di Economia Aziendale 6 cfu Fondamenti di Economia 8 cfu + altro esame per tot 6 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) <i>Per il solo a.a. 2026/27</i>	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



Economia e Management Percorso Generale dall'a.a. 2027/28	80 cfu	<p>Test di matematica Test di Lingua straniera livello B1 Test di Informatica (ICDL moduli 1, 2, 3, 4)</p> <p>Matematica 12 cfu Fondamenti di Economia 8 cfu Fondamenti di Economia Aziendale 6 cfu Introduzione al Diritto 12 cfu Analisi dei Dati e Statistica 8 cfu</p> <p>Decisioni e interazioni strategiche 8 cfu + altri esami per tot 26 cfu</p>
Economics and Management (in English)	80 cfu	<p>Mathematics Test Foreign Language Test: English B2 Computer Science Test (ECDL modules 1, 2, 3, 4)</p> <p>Mathematics 12 cfu Introduction to Economics 12 cfu Introduction to Financial Accounting 8 cfu Introduction to Law and Regulation 12 cfu Data Analysis and Statistics 8 cfu</p> <p>Microeconomics 8 cfu + other exams for 20 cfu</p>
Business Management Part-time	64 cfu	<p>Test di matematica Test di Lingua straniera livello B1 Test di Informatica (ECDL moduli 1, 2, 3, 4)</p> <p>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</p> <p>Contabilità, bilancio e principi contabili 12 cfu</p>