

Double Degree in International Management

Welcome Guide

International Programs

Piacenza
School of **Business and Law**



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Piacenza, May 2016

Dear student,

Congratulations! You have been selected by your Home University for the **Double Degree Program at Università Cattolica del Sacro Cuore (UCSC)** Piacenza-Cremona Campus in Piacenza.

Welcome! In the following pages you will find useful information about the city of Piacenza and our University.

For any other information, do not hesitate to contact Francesca Lucchi by phone (+39 0523 599436), skype (francescalucchiucsc) or e-mail (ucsc.international-pc@unicatt.it).

The International Office is open to the public:
Mondays, Wednesdays and Fridays 9.00 - 12.00
Tuesdays and Thursdays 14.30 - 16.30

See you soon in Piacenza!

International Office Team

Index

BEFORE LEAVING

Brief History of UCSC	7
Pre-Enrolment Procedure at UCSC (NON-EU students)	9
Visa (NON-EU students)	9
Medical Assistance	10
Application Form	11
Accommodation	12

IN ITALY

Residency Permit (NON-EU students)	15
<i>Codice Fiscale</i>	16

PIACENZA CAMPUS

UCSC Services	18
Student Tools	20

ABOUT PIACENZA

Public Transportation	22
Discounts	22
Piacenza on the Web	22

ACADEMIC LIFE

Academic Calendar	24
Italian Language Courses	26
Welcome Days	26
Taking Exams at UCSC	27
Study Programme	29
Foundation Knowledge Assessment Test	32
Bachelor Degree in Business Administration	32
Master in International Management M-Mint	34
UCSC Administrative Fees and Refunds	35



BEFORE LEAVING

Europe's largest Catholic University was founded by Father Agostino Gemelli, together with a group of Catholic intellectuals (Ludovico Necchi, Francesco Olgiati, Armida Barelli and Ernesto Lombardo).

The Giuseppe Toniolo Institute for Advanced Studies was set up in 1920 and was the founding entity of Università Cattolica del Sacro Cuore. The official inauguration took place in Milan at the end of 1921, in the presence of Cardinal Achille Ratti, Archbishop of Milan and the future Pope Pius XI, and the university gained official state recognition as an independent university in 1924. In 1928 Father Gemelli purchased the historic Saint Ambrose Monastery, located in the centre of Milan, which was then inaugurated as the main building of the University on 30th October 1932.

The architect Giovanni Muzio was then commissioned by Father Gemelli to undertake the restoration and renovation of the original structure and the addition of new buildings.

The Piacenza Campus was built after World War II and was opened at the beginning of the 1952-1953 academic year. The Agostino Gemelli General Hospital in Rome was inaugurated in 1964 as part of the Faculty of Medicine and Surgery. The Brescia campus was opened

in 1965 and the Centre for High Technology Research and Education in Biomedical Sciences was opened in 2002 in Campobasso.

Università Cattolica del Sacro Cuore, Piacenza-Cremona Campus is home to 3 Schools:

- Economics and Law
- Agricultural, Food and Environmental Sciences
- Educational Sciences.

Enrolling a total of 2500 students (with around 270 faculty members and 130 staff members) the campus offers two distinct realities: Piacenza, the crossroads of cities and cultures, and Cremona, the violin city.

Providing many green areas and efficient administration, computer labs and recreational activities, Università Cattolica del Sacro Cuore, Piacenza-Cremona campus is the best option for students who want to pursue a quiet, hardworking and culturally inspired experience. Situated at the heart of the Po Valley, in the lush and fertile region of Emilia- Romagna, Piacenza is only 65 km away from Milan and 150 km from Bologna. It lies on the border between Lombardy and Piedmont, two of the most industrialized regions in the north, at an important logistic hub for road and rail transport, both national and international.

Thanks to its easy access from both the south and the north of the country, Piacenza has always been an important centre for commerce and transport. In fact, it is considered the gateway to all important surrounding cities of Northern Italy, including Milan, Parma or Bologna.

stimulates students to pursue higher goals, showing competitiveness and ambition for a wonderful array of future job opportunities.

Moreover, Piacenza is one of the cities of art of the region Emilia-Romagna, with its palaces, churches and museums.

Both in the city center and around the province you will have the opportunity to enjoy the pleasure of Italian cuisine, thanks to the long and refined culinary tradition of Piacenza. The added value of Piacenza and Cremona is the relationship between students and professors, which



Pre-Enrolment Procedure at UCSC (Non-EU students)

According to the Ministry of Education, University and Research (MIUR) rules, before enrolling in an Italian University, **non-European students must follow the pre-enrolment procedure at the relevant Consular Office at the Italian Embassy of Consulate in their Home Country.**

Students can find all the necessary information at the following link:

› www.studiare-in-italia.it/studentistranieri/calendar.html

Without the pre-enrolment procedures students will not be allowed to complete enrolment and course registration at UCSC.

Please pay close attention to the consular application deadlines. By the end of June you will receive an e-mail with the date of the Italian Language Examination for the Academic Year 2016/2017, which is compulsory if you apply at an Italian University.

VISA (Non-EU students)

In order to stay in Italy for more than 90 days, non-European students must get a VISA at the Italian Embassy located in their Home Country.

For more information visit the website:

› www.esteri.it/visti/home_eng.asp

Please find below the basic application requirements. However, it is important that students check their Consulate/Embassy website for any additional requirements:

- Admission letter issued by host institution
- Passport and Driving License/ID/Residency Card
- Student visa application to be submitted in person

- Proof of enrolment at home institution
- Affidavit of financial support
- Proof of adequate health insurance coverage outside your country
- Flight itinerary

UCSC will send to the student's Home University the Acceptance Letter only upon receiving the **Application Form** (see the Application Form section).

Without a visa students will not be able to obtain a residency permit and consequently will not be allowed to stay in Italy for longer than 90 days.

Medical Assistance

EU citizens are entitled to Italian public health benefits. The service is guaranteed to all individuals holding an European Health Card or European Health Card Substitute Certificate, which should be requested from your home country Health Authority.

In Piacenza, EU residents/citizens will be entitled to treatment at Emergency rooms and hospitals, and to consultation with a General Health Practitioner, upon presenting the above mentioned card or certificate.

Please be sure that you bring this card or substitute certificate with you to Italy.

Non-European students must have an International Health Insurance that covers costs related to medical treatment and admission to hospital. This kind of insurance costs usually about €150 and has a duration of a year (expiration by the end of December). With proper coverage Non-EU residents will be able to benefit from the National or Private Health Care Service and obtain, upon return to their home country, a refund of their health expenses in Italy (terms and conditions may vary depending on your Insurance Coverage Plan).

We advise that students read carefully the terms of your insurance policy in order to avoid problems once in Italy.

Non-EU Students are required to have adequate insurance policy to apply for a residency permit.

For more info you can contact

AUSL - Azienda Unità Sanitaria Locale (Local Health Service)

Piacenza Department
Address: Piazzale Milano, 3
29122 Piacenza
Tel.: +39 0523 301 111

Opening hours:

- From Mon. to Fri.: 8.00 - 13.00
- Thur.: 8.00 - 17.00 (no lunchtime closure)
- Sat.: 8.15 - 12.00

On Campus medical assistance

There is a Health Center on campus which provides all registered students with medical care, nursing care and psychological counselling.

Contact:

Collegio Sant'Isidoro
Strada dell'Anselma, 7
29122 Piacenza
> info.pc.dsu@educatt.it
Tel.: +39 0523 621111

Opening hours:

- Mon. and Wed.: 15.00 - 16.00
- Fri.: 11.00 - 12.00

On Campus psychological counselling

@: consulenza.psicologica.pc.dsu@educatt.it
Tel.: +39 0523 621111

Emergency telephone numbers:

- > Carabinieri Police: 112
- > National Police: 113
- > Fire Fighters: 115
- > First Aid: 118

Application Form

As of April 2016, the Application Form for the Double Degree Program at the School of Economics and Law of UCSC – Piacenza (UCSC) will be available at the web page:

› www.ucscinternational.it/academics/double-degree-programs/dd-ipbs-piacenza

Please complete the form online (in fillable pdf format) and send the Application, duly completed, at the e-mail address

@: ucscinternational-pc@unicatt.it together with:

- Photocopy of your passport or I.D.
- 1 JPG passport-sized photo
- Copy of your High School Diploma
- Receipt of payment of the regional tax, which is compulsory in order to enroll regularly at UCSC. The tax costs 156,00 Euros (140.00 Euros tax + 16.00Euros revenue stamp). The tax must be paid by students enrolling in the 1st 2nd and 3rd years
- Any Language Certificate

You will be able to pay the regional tax via bank transfer starting from mid-July 2016.

Please find the payment details below:

Beneficiary: Università Cattolica del Sacro Cuore - Via Emilia Parmense 84, 29122 Piacenza

Bank: Cassa di Risparmio di Parma e Piacenza - Agenzia "D"
Via Colombo 101, 29122 Piacenza

IBAN: ITB0623012607000000015755

BIC (Swift code): CRPPIT2P007

Description: "YOUR NAME and SURNAME *Iscrizione studente straniero Double Degree PRIMO/SECONDO/TERZO ANNO*" (choose the correct year)

At the Welcome Day we will provide assistance to complete the Enrolment Application (*immatricolazione*) which **students will hand in on the same day** to the International Office together with the following documents:

- **Copy of your Christening Certificate.** Student who are not baptized, will have to provide a self-certification of the fact and, once in Piacenza, will have an interview with the spiritual guide of our Campus, who provide a waiver.
- **Original High School Diploma** together with:
 - Dichiarazione di valore (Statement of degree eligibility provided by the consular office of the Italian representation in the student's home country). At the end of January students will be able to collect your original Diploma from the Secretary Office (Segreteria Didattica).

A few days after the Welcome Day, students will receive their Student ID Number (numero di matricola), Student Card and Libretto (grade report booklet).

Students will not be enrolled if any of the above mentioned documents are missing.

Accommodation

There are various ways to find an accommodation. We advise students to come to Piacenza at the end of July and take the time to visit as many lodgings as possible to find a suitable option.

If the students are not planning to come before September, we suggest booking a temporary accommodation for the first week or two until finding an appropriate solution that corresponds to one's needs and expectations.

Important: UCSC Piacenza and the International Office are not responsible for any problem related to accommodation or housing agreements between the student and the owner. Prices may vary between 250,00 Euros/student (+ expenses) for shared apartments to 500,00 Euros/student (+ expenses) if you live on your own a single room/flat.

Rental Agencies

Please find below the contacts of some Rental Agencies that help International students in finding an apartment with 50% discount on the agency price:

REAL ESTATE AGENCY CASA IN

Ms Emanuela Anglani (English speaking)
Via Tansini 35/C - 29122 Piacenza
Tel. +39 339 4297746

@: info@casainpiacenza.it

REAL ESTATE AGENCY PIACENZA AFFITTI

Mr Sandro Mazzalupi
Tel. +39 347 6990669
@: info@piacenzaffitti.it
> www.casainpiacenza.it

AGENZIA IMMOBILIARE TECNOCASA

Ms. Elisa FERRARI (English-speaking)
Tel. +39 0523 455863
@: pccc2@tecnocasa.it
> www.tecnocasa.it

AGENZIA IMMOBILIARE SOLUZIONE CASA

www.soluzionecasapci.it
Mr Massimo Corbellini
Tel. + 39 0523 490818
@: info@soluzionecasapci.it

AGENZIA IMMOBILIARE RIABITA

Ms.Lusardi Giuliana
Tel. +39.0523.758214
> www.riabita.it
@: immobiliarieriabita@alice.it

SERVIZIO ABITATIVO EDU.CATT – ONLINE OFFERS

> www.educatt.it/bachecaPC/bacheca_intro.asp

Residence Halls for UCSC Students

Residenza Gasparini – La Colombina

Located right behind the University cafeteria, it is the only Residence of our Campus. With 52 single rooms and private bathrooms, and three common kitchens, the Residence is a very comfortable place to stay. The price includes breakfast, bed linen,



blankets, weekly room cleaning and Wi-Fi connection. There are also several common rooms to have the opportunity to meet local and other international students.

Contacts:

Segreteria Operativa Piacenza

EDUCatt

Tel. +39 0523 62 11 11

Fax: +39 0523 579416

@: reception.piacenza@educatt.org

› <http://educatt.unicatt.it/educatt-residenza-gasparini-il-collegio>

Temporary Accommodation

BED & BREAKFAST L'ANTICA TORRE

Str. La Motta Vecchia, 31

29122 Montale (PC) - Italy

Tel/Fax: +39 0523 615267

Mobile: +39 392 3958926

+39 348 4590725

BEST WESTERN PARK HOTEL

Strada Val Nure, 5/7

29121 Piacenza - Italy

Tel. +39 0523 712 600

› www.parkhotelpiacenza.it

EURO HOTEL PIACENZA

Via Cristoforo Colombo, 29/F

29122 Piacenza - Italy

Tel.: +39 0523 606 011

› www.eurohotelpiacenza.com

HOTEL CITY PIACENZA – 5 minutes

on foot from University

Via Emilia Parmense, 54

29122 Piacenza - Italy

Tel. +39 0523 579752

› www.hotelcitypc.it



IN ITALY

Residency Permit (Non-EU students)

If you are a non-European Student, you must go to a Post Office (see details below) within 8 days of your arrival in Italy (or any other Schengen country you've gone through preceding your arrival in Italy), in order to get the Yellow Kit (Residency Permit application forms) needed to get your Residency Permit.

The Kit contains a series of forms you must duly complete and return to the Post Office together with the following documents:

- Photocopy of passport (all pages), VISA documentation and any letter issued and stamped by the Consulate (make additional photocopies)
- A certificate of enrolment issued by UCSC
- Photocopy of health insurance coverage

POST OFFICES IN PIACENZA

CAP 29121

- Piacenza centro - via Sant'Antonino, 40
- Piacenza 10 - Via Giuseppe Taverna, 269
- Piacenza 2 - Via Pietro Cella, 74

CAP 29122

- Piacenza 3 Via Colombo, 44
- Piacenza 4 Piazzale Medaglie d'Oro, 9
- Piacenza 6 Via Emilia Parmense, 24

- Piacenza 7 Via Trivioli, 6/8
- Piacenza 9 Via Conciliazione, 49

You will find all the information regarding the procedure and the status of your case file, by inserting your username and password written on the Post Office receipt.

› www.portaleimmigrazione.it

When you hand in all the documents, you will have to pay:

- 27,50 € for the electronic card
- 30,00 € for the shipment tax
- 16,00 € for the revenue stamp (marca da bollo)
- 80,00-200,00 € for the Permit of Stay tax, depending on the duration of your stay

For more information visit:

› www.poliziadistato.it/articolo/225/

The Post Office will give you a receipt. You must hand in the receipt to our International Office. Consequently, you will receive a letter from the Immigration Office giving you an appointment to get your Residency Permit (electronic format). On that date you will have to bring 4 original passport pictures to the Immigration Office.

Once you get your Residency Permit, make a copy and bring it to our International Office.

Please remember to keep the provisional Residency Permit with you until you receive the original one.

Codice Fiscale

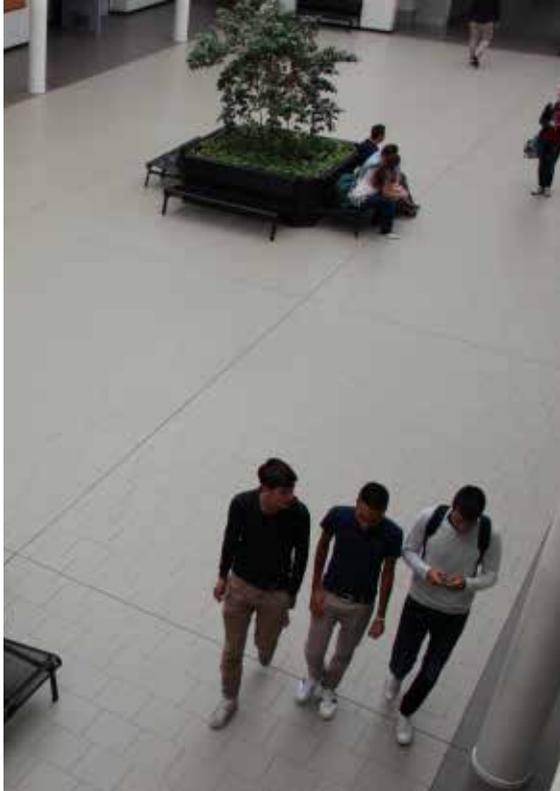
The Tax Code (Codice Fiscale) is an alphanumeric identity code that any resident must have. You will need it, for instance, to get a bus pass or if you want to rent an apartment. The code is free of charge and is issued by the Agenzia delle Entrate – Piacenza Office. You will need to bring your passport or identity card and a copy of your Visa if you are not an EU student.

› www.comuni.it/servizi/codfisc

For more information, please contact:
Agenzia delle Entrate – Ufficio di Piacenza
Via Modonesi, 16
29122 Piacenza
Tel. +39 0523.601296.

Opening Hours

Mondays and Thursdays
9.00 - 12.00 and 15.00 - 17.00
Tuesdays, Wednesdays and Fridays
9.00 - 12.00



PIACENZA CAMPUS

UCSC Services

Chapel and Pastoral Centre

The Pastoral Centre is integral part of UCSC life and is open to any student interested in taking part in its activities, including charity work.

The main aim is to support the relations between the university educational culture and the Catholic faith. There are chaplains available to listen and talk to students in need of a guidance, thus making the Centre a place of prayer and education. Religious associations and groups of volunteers collaborate with the Pastoral Centre and give their own contribution.

› www.unicatt.it/CentroPastorale/

Centre for Conventions and Meetings

The Campus offers a Centre for conventions and meetings, workshops and seminars, located inside the Campus.

› piacenza.unicatt.it/2432.html

Educatt Service

Educatt is a non-profit foundation that offers many services to UCSC students.

› educatt.unicatt.it/index.html

Meals

Students can have their meals at the University canteen, located in Collegio Sant'Isidoro, inside the Campus. The cafeteria seats 340 in two rooms with air-conditioning. Among the various dishes offered by the University cafeteria, you will have the opportunity to try the typical regional dishes of Emilia-Romagna.

Opening hours:

- Mon. - Fri.: 12.10 – 14.00 and 19.00 - 19.45
 - Sat: 12.10 - 13.15
- Booking for Saturdays lunch is compulsory within 19.00 of the day before

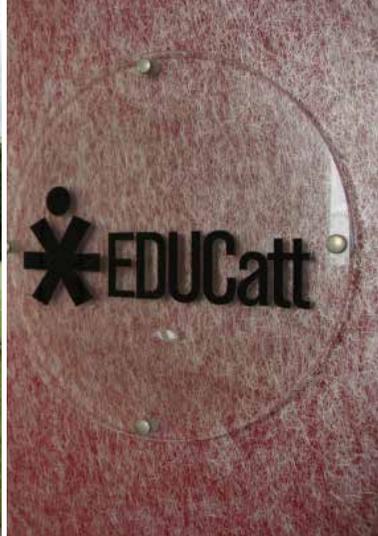
Price

- price with Educatt Student Card (which costs 60,00 Euros/year): € 5.50
- price without Educatt Student Card: € 7.70
- Light meal: € 5.00

Library/Study Rooms

The UCSC library was established in 1953 together with the School of Agricultural, Food and Environmental Sciences. Each School has its own library.

There are currently 100,000 books (among them, over 2,800 FAO publications since 1978) and 3,500



newspapers from all over the world.

The library has an online catalogue and an online database.

The library is open to the public. Students can also use the private study rooms to study alone or together with other students (silence is compulsory in the library, but conversation is allowed in the study rooms).

› piacenza.unicatt.it/biblioteca/index.html

Sports Centre

The Piacenza Campus of the Università Cattolica has several sports facilities.

The University Sports Centre 'Centro Polisportivo Universitario' opened recently, covers 8000 m² and offers opportunity to play tennis, football, basketball, volleyball, handball, as well as weightlifting, and climbing (artificial wall with three climbs of levels of difficulty).

Thanks to the ASUP student association, UCSC students can take part to sports competitions.

Access is granted on payment of an annual fee.

Opening hours:

- Mon. - Sat: 9.00-23.00.

› piacenza.unicatt.it/2777.html

For more information:

Mr Fausto Camozzi
(ISEF instructor)
Strada dell'Anselma, 7
29122 Piacenza
Tel./Fax: +39 0523 594111
Mobile: +39 339 6895230

Student Tools

Once regularly enrolled at UCSC, School of Economics and Law, students will have to collect at the Secretary office the following tools:

- Student ID Number (numero di matricola)
- Libretto (Grade report booklet)
- Student Card

The Student ID Number is an identification code of six numbers. Each student is assigned a pin code that enable first access to the Student Intranet and Personal Page (I-Catt) or the UC Point machines. Online services through I-Catt or UC Point include: printing of unofficial transcripts and certifications, registering for , checking of class schedules and exams, planning you semester study plan.

Upon accessing I-Catt for the first time with Student ID number and Pin Code, students will be asked to select a personalized password, which will be the credential used for any subsequent access.

BEFORE GRADUATION (SESSIONE DI LAUREA) YOU WILL HAVE TO RETURN YOUR LIBRETTO AND STUDENT CARD TO THE SECRETARY OFFICE (SEGRETERIA DIDATTICA).

By the end of October you will have to submit your Study Programme (Piano di Studi; selection of courses for the semester) online, either via UC POINT or I-CATT:

- On I-Catt insert your Student Number and Password, click on "Piano di Studi" under "Carriera Universi-

taria", then click on "Presentazione del Piano degli Studi per l'anno accademico in corso" and follow the instructions.

- From UC Point select the "Segreteria online" service, insert your Student Number and Password, choose "Piano di Studi" from the list, then click on "Modifica Piano Studi" and follow the instructions.

The deadline for the registration of your Study Programme will be communicated by the Secretary Office on the I-Catt page and as a regular notice both on the webpage and inside the Campus.

It is your own responsibility to submit/modify you Study Programme within the given deadline.



About Piacenza

Public Transportation

Bus

Bus number 2 or 3/7 stop right in front of University.

Price:

- Single ticket: 1.20 €
- One-day pass: 3.50 €

Different kinds of seasonal tickets are also available:

- MULTIPLE-USER PASS (you must write the number of your ID card, passport or driving license on the ticket): 9 tickets - €10.00
- SINGLE-USER PASSES (You must hold a SETA Agenzia S.p.A. ID card, cost €5.00):
 - one-month pass - €27.00
 - 10-month pass - €200.00
 - 12-month pass - €260.00

To purchase a SETA Agenzia S.p.A. ID card you should go to the Tempi Office in via Colombo 3 with the following:

- passport-size photograph
- tax code
- passport or ID card

Bus station opening hours:
from Monday to Friday 7.30 - 18.15
Saturdays 7.30 - 13.45

For information on timetables and routes:

› www.setaweb.it/azienda/index.php?azienda=pc

Trains

› www.trenitalia.com/trenitalia.html

Discounts

Find interesting discounts for various services in town (including shops, cinemas, transports and banks) at the link below:

› piacenza.unicatt.it/opportunita-convenzioni-attive

Piacenza on the web

Piacenza for tourists

› www.comune.piacenza.it/welcome?set_language=en
› turismo.provincia.pc.it/

Piacenza for young people

› www.comune.piacenza.it/giovani/index.asp

Piacenza at night

› www.piacenzanight.com

Art, culture and music

› www.piacenza-pc.it/default.htm

Theatres

› www.teatricomunali.piacenza.it/

Piacenza local newspapers

› www.liberta.it/asp/default.asp
› www.ilpiacenza.it/
› www.piacenzasera.it/



ACADEMIC LIFE

Academic Calendar

Our Academic year is composed of two semesters. Each semester is divided in a class period and an examination period.

Academic Calendar 2016/2017:

- Intensive Italian Business Language Course: Aug 29 - Sept 9, 2016
- Pre-courses (NOT COMPULSORY): Sept 1 - Sept 9, 2016
- Fall semester starts 14/09/15: Sept 12, 2016
- Intermediate Examination Session*: Oct 19 - 21, 2016
- Classes end (Fall semester): Nov 25, 2016
- Catch-up classes: Nov 28 - Dec 2, 2016
- Examination Session: Dec 12 - 22, 2016
- Christmas Holidays: Dec. 23, 2016 - Jan. 6, 2017
- Examination Session (3 sessions): Jan 9 - Feb 3, 2017
- Spring semester starts: Feb 6, 2017
- Intermediate Examination Session*: March 13 - 15, 2017
- Easter Holidays: April 13 - 24, 2017
- Classes end (Spring semester): April 28, 2017
- Catch-up classes: May 2 - 5, 2017
- Examinations session: May 8 - July 7, 2017
- Summer Holidays: July 10 - Aug 25, 2017
- Examination session: Aug 29 - Sept 9, 2017
- Graduation Ceremony: Dec. 21, 2017 (TBC)

* (lessons suspended)



Italian Language Courses

Intensive Italian Business Language Course

In the context of the Double Degree Program in International Management, UCSC offers an intensive Italian Business Language course at the beginning of the academic year 2016/17.

The course will run as follows:

- 30 contact hours (3 hours / day for 10 days, or 2 weeks)
- Period: the first two weeks of September, just before regular program classes start
- The course is meant for students who have reached an upper-intermediate level of proficiency in Italian (B2). The focus of the course will be to bring students to acquire common business language skills, through practical exercises such as oral presentations, employment interview, business briefs, etc.
- The program fee is 150 €.

For Payment Details, Application Deadline and Course Program visit the webpage:

› www.ucscinternational.it/student-services-at-cattolica/students-services-piacenza-cremona/italian-language-culture-course-in-piacenza-cremona

Italian Language and Culture Course

During each semester, UCSC offers an Italian Language and Culture Course which costs € 200. At the end of the course, which lasts about two months (Fall course: October-December; Spring course: February-April) you will have a final exam and you will receive a Certificate of Attendance.

For more information visit:

› www.ucscinternational.it/student-services-at-cattolica/students-services-piacenza-cremona/italian-language-culture-course-in-piacenza-cremona

Welcome Days

The Welcome Days will take place on September, 8th and 17th 2016 at UCSC Piacenza Campus.

You will find more information about the schedule and registration procedure at the link

› www.ucscinternational.it
(Orientation - Piacenza-Cremona Campus).

We kindly ask you to confirm your attendance by writing an e-mail to: ucsc.international-pc@unicatt.it within 15th July 2016. We strongly advise you to take part to the Welcome Day for all new UCSC students organized by UFFICIO ORIENTAMENTO. The date will be soon online at piacenza.unicatt.it

Taking Exams at UCSC

Students must take all of the exams in the Study Programme.

In order to be eligible to register for any exam, students must attend a certain percentage of class, which can vary from one course to the other.

After the class period, you will have the chance to choose the preferred examination session.

All the information pertaining to exam registration can be found at:

› piacenza.unicatt.it/facolta/economia

(click on "INFORMAZIONI PER GLI STUDENTI" - section: *ESAMI DI PROFITTO*).

Students must choose one of the exams of the 3rd year of the School of Economics and Law, Piacenza-Cremona Campus, Bachelor Degree in Business Administration, academic year 2016/2017.

The International Office will schedule a meeting to explain you how to sign up for your final exams.

The Italian Credits System (ECTS-CFU)

Every course/exam has a number of credits that you can generally find in brackets next to the name of the course/exam. Credits represent the amount the student is expected to study including the contact-hour load per week. Core curriculum courses/exams will generally have a higher credit value than electives.

According to the ECTS - European Community Credit Transfer System, one Academic Year corresponds to 60 ECTS Credits. 1 ECTS Credit = 25 hours of work (including lessons, seminars, practical activities, study hours,...).

The ECTS System replaces the Italian Credits System expressed in "CFU". 1 ECTS = 1 CFU

The Italian Grading System

The Italian grading system ranges from 18/30 to 30/30. The highest mark is 30/30 cum laude. All the exams under 18/30 are considered as "failed" and thus are not registered in the Libretto. The highest mark for Graduation is 110/110 cum laude.



Study Programme

1st Year

Course	Credits	Semester	Code
Introduction to Theology and Questions of Basic Theology (Theology I) ^[1]	0	I and II	
Business Administration	7	I	SECS P07
Financial Accounting and Financial Statement Analysis	8	II	SECS P07
Legal Principles			
• Fundamentals of Private law	5	I	IUS 01
• Principles of Public law	5	II	IUS 09
Marketing			
• Strategic Marketing	5	I	SECS P08
• Operational Marketing	5	II	SECS P08
General Mathematics	8	I	SECS P06
Microeconomics	10	II	SECS P01
English	5	I and II	

2nd Year

Course	Credits	Semester	Code
Questions on Speculative and Dogmatic Theology (Theology II)	0	I and II	
Planning and Control	10	I	SECS P07
Commercial Law	5	II	IUS 04
Corporate Finance			
• Capital budgeting	5	I	SECS P09
• Financing decisions	5	II	SECS P09
Macroeconomics	9	I	SECS P01
Business Organization	5	II	SECS P10

Statistics	8	I	SECS S01
Communication Skills	2		
Internship ^[2]	8	II	
Business English ^[2]	3	I	
Second language (French/Spanish/ German/Dutch) for more information: http://selda.unicatt.it/piacenza-home-selda-area-matricole-triennali \l "content" http://selda.unicatt.it/piacenza-home-selda-area-matricole-triennali#content http://selda.unicatt.it/piacenza-corsi-di-base-certificazioni-internazionali-riconosciute \l "content" http://selda.unicatt.it/piacenza-corsi-di-base-certificazioni-internazionali-riconosciute#content	2	I and II	

3rd Year

Course	Credits	Semester	Code
Italian (intensive-precourse) ^[3]	0		
Questions on Moral and Political Theology (Theology III) ^[4]	0	I and II	
Labour Economics	5	I	SECS P02
International Business Law	10	II	IUS 04
Logistics and Supply Chain Management	5	I	SECS P08
Enterprise Information Systems	5	II	ING-INF 05

Economic Policy	10	I	SECS P02
Business Strategy	5	II	SECS P07
English for International Business	5	I	EAG587
Corporate Social Responsibility	5	I	SECS P07
HR Management	5	II	SECS P10
Final Thesis/Internship report ^[5]	5		

4th Year

Course	Credits	Semester	Code
Corporate strategy	5	I	SECS P07
Cross Cultural Management	5	I	SECS P10
Entrepreneurship and financing decisions	5	I	SECS P07
International Branding strategies	5	I	SECS P02
Electives (2)			
● English for International Management ^[6]	5	I	
● Financial Analysis ^[7]	5	I	SECS P09
● Strategic control ^[7]	5	I	SECS P07
● Doing Business in Emerging Markets ^[7]	5	I	SECS P07
● Entrepreneurship ^[7]	5	I	SECS P07
Internship and Internship Report	30	II	

Comments

^[1] Approved with grade

^[2] Approved, no grade

^[3] Highly recommended to all DD incoming students (I and III year)

^[4] DD incoming students take Theology I but the exam is registered as Theology III nevertheless

^[5] For DD in the second year

^[6] Elective - not for English mother tongue

^[7] Elective

Foundation Knowledge Assessment Test

According to the Italian Ministry of Instruction, during the Fall semester, ALL students enrolled in the first year will be asked to take an evaluation test in order to assess their foundation knowledge.

It is NOT an admission test. In the case of a failed test, students will still be able to attend courses regularly

and take the corresponding final exams.

Test results will be published on student's personal I-Catt page the following day, together with information of how to make-up for the foundation knowledge gaps identified through the test results.

Bachelor Degree in Business Administration

After successfully passing all the exams listed in your Study Programme, students will receive their Bachelor Degree in Business Administration.

The Graduation Ceremony will take place in December 2016.

The procedures and deadlines to apply for graduation will be published at the following link:

› piacenza.unicatt.it/corsi-di-laurea/economia-aziendale-2015

IT IS COMPULSORY TO ATTEND THE GRADUATING CEREMONY IN PERSON. ALL STUDENTS PLANNING TO ENROLL IN THE 4TH ACADEMIC YEAR (WHICH CORRESPONDS TO THE MASTER IN INTERNATIONAL MANAGEMENT), WILL NEED TO HAVE GRADUATED FOR THE BACHELOR DEGREE BY THE DECEMBER 2016 SESSION AND NO LATER.

At the end of the Fall semester, the International Office will schedule an

information session regarding the Graduation procedure.

All relevant information is available on the Blackboard platform:

› ilab.unicatt.it/ilab-blackboard-introduzione-a-blackboard.

IMPORTANT: It is the student's responsibility to respect the procedure and deadlines for Graduation.

There is a €100 fee for issuing and printing the original Degree Certificate (THE SECRETARY OFFICE WILL CONFIRM FEE AMOUNT FOR NEXT ACADEMIC YEAR).

CERTIFICATES REQUEST

Students can download self-declarations from their personal I-Catt account (Section: Segreteria Online). These certificates are written in Italian and acknowledged by the Italian public administration.

If you need an official Certificate you will have to fill in the Certification Request Form for Students or for Graduates available online at the following links:

Fax: +39 0523 599390

Opening hours
Monday, Tuesday, Thursday and
Friday 9-12
Wednesdays 13.30-16.30

CERTIFICATION REQUEST FORM FOR STUDENTS

› http://progetti.unicatt.it/progetti-piacenza-progetti-Segreteria_Mod_Certification_Request_Students.pdf

CERTIFICATION REQUEST FORM FOR GRADUATES

› http://progetti.unicatt.it/progetti-piacenza-progetti-Segreteria_Mod_Certification_Request_Graduates.pdf

If you need the Certificate for an institution abroad, please tick the option "con firma autografa" (with authentic signature). Bring the request to SEGRETERIA DIDATTICA, together with two revenue stamps of 16.00 Euros each. If you are abroad, send the request to SEGRETERIA DIDATTICA together with two revenue stamps of € 16 each. No additional costs for the shipment will be required. Please indicate the mail address the documents must be sent to.

Please note that the DIPLOMA SUPPLEMENT is free of charge.

Contacts:

SEGRETERIA DIDATTICA

(The office is located next to the welcome desk, UCSC main entrance)

@: uff.didattica-pc@unicatt.it

Via E. Parmense 84

29122 Piacenza (PC)

Tel.: +39 0523 599141

Master in International Management M-Mint

4TH ACADEMIC YEAR (60 CFU)

- Corporate Strategy*
- Cross Cultural Management*
- Imprenditorialità
- International Competitiveness*
- Strategia e Management delle aziende internazionali
- Two electives:
 - English for International Management
 - English for International Management (advanced)
- Fondamenti di bilancio e di controllo di gestione
- Analisi Finanziaria
- Controllo Strategico
- Stage/relazione finale

*course taught in English

During the 4th Academic Year at UCSC you will be enrolled in the Master in International Management

Admission, application and enrolment procedures

SUMMER 2017

Admission – Register at the following link:

immatricolazioni.unicatt.it/iol/jsp/immatricola/startjsp?RESPONSE_CONTAINER=RESPONSE_CONTAINER221711671&REQUEST_CONTAINER=REQUEST_CONTAINER153487654&

You will get a new username and password. These will be your new

access data (the username and password of your Bachelor's Degree will be no longer valid).

SEPTEMBER 2017

Pre-enrolment – Bring to UFFICIO MASTER the following ORIGINAL documents within September 2017:

- Pre-enrolment application form, duly signed;
- 2 identical and recent passport-size pictures;
- Copy of your valid Passport or ID Card;
- Copy of your Codice Fiscale (Tax Code);
- CV (duly signed);
- Copy of your Residence Permit (for Non-European students).

UFFICIO MASTER will give you a new Registration Number (MATRICOLA).

January 2018

Enrolment – After Graduation, students will have to download the application form and bring it (duly signed) to the UFFICIO MASTER within January 2017, before leaving for the fourth year internship.

Please note that the enrollment procedure will be accepted and valid only if you complete both the admission and the pre-enrollment steps.

CERTIFICATES REQUEST

Students can download self-decla-

rations from their personal I-Catt account (Section: Segreteria Online). These certificates are written in Italian and acknowledged by the Italian public administration.

If you need an official Certificate you will have to fill in the Master Certificate Request (RICHIESTA CERTIFICATI MASTER) available at UFFICIO MASTER and bring/send it to uff.master-pc@unicatt.it. If you need the Certificate for an institution abroad, please tick the option "con firma autografa" (with authentic signature).

Costs (UFFICIO MASTER will send you the bank details accordingly):

- 2 revenue stamps of 16.00 Euros each
- 10.00 Euros (administration fees)
- 5.00 Euros (shipment)

Once UCSC receives the payment, UFFICIO MASTER will send the Certificate(s) first by e-mail and afterwards by registered mail.

Contacts:

UFFICIO MASTER (in front of the photocopy shop)
Monica Baucia and Barbara Vincini
@: uff.master-pc@unicatt.it
Tel.: +39 0523 599134

Opening hours
Monday – Friday 9.00 – 12.30 am

Many exams of the Master's are common with the 1st year of courses of the MSc. in Business Management – Curriculum International Manage-

ment.

Should you wish to stay on to get an additional degree, you would have the opportunity to enroll in the 2nd year of the MSc. in Business Management after completing your Double Degree Program.

UCSC will in fact recognize 30 ECTS worth of your 4th Year (Master Mint) towards the MSc. You will be able to choose between two options:

OPTION 1: complete the MSc. in Piacenza

Contacts:

Prof. Emanuele Vendramini
@: emanuele.vendramini@unicatt.it

OPTION 2 (Study Abroad Program)

Study one semester at one of the partner universities and the remaining time in Piacenza .

All universities involved universities are IPBS partners. For more information check the following link:

› ucscinternational.unicatt.it/ucsc-international-news-study-abroad-international-management-piacenza-campus-4067

Contacts:

Prof. Emanuele Vendramini
@: emanuele.vendramini@unicatt.it

UCSC Administrative Fees and Refunds

Please find below useful information about administrative fees and refunds at UCSC Piacenza Campus.

Secretary Office - Information about secretary services, administrative fees and refunds valid from November 2013	
Certificates for former/graduated students duly filled in and signed (for a maximum of 3 identical copies)	€ 10 + duty stamp if applicable
Copy of your Diploma	€ 100 (duty stamp included)
Copy of your Libretto	€ 50 first copy € 75 additional copies
Copy of your Student Card	€ 20
Official photocopies of your Study Plan and Course Programmes: <ul style="list-style-type: none"> ● fee for Research ● fee for each page (1-10) ● fee for each page (from page 11) 	€ 10 € 0,20 € 0,10
Penalty fee for delay in delivering High School documentsa	€ 8 within 7 days € 15 more than 7 days
Penalty fee for delay in registering your Study Plan (within 7 days)	€ 60
Penalty fee for delay in paying university taxes	€ 25 within 30 days € 50 from 31 to 60 days € 75 over 60 days delay
Inquiry for Enrolment which requires the issue of the Approval for Admission by a board (withdrawal, transfer to another university, second degree, foreign Diploma)	€ 60
Internal programme change or transfer	€ 60
Certificate of withdrawal	€ 60

Dear Double Degree student,

The programme you have decided to follow within the IPBS (International Partnership of Business Schools) network at Università Cattolica del Sacro Cuore is unique.

The Double Degree Programme is characterized both by great career opportunities and a network of international students coming from all over the globe: from ESB of Reutlingen (Germany), Puebla (Mexico), Reims (France), Boston and Raleigh (USA), Breda (The Netherlands), and Lancaster (UK).

We are called SMINT (International Management Students) and we are the official student association of the Double Degree Programme. We organize social events for UCSC students, including the Integration Weekend, running dinners, happy hours and parties to make your student life more enjoyable! We are waiting for you in Piacenza to welcome you in this sparkling town in order to enrich our group with your presence, your ideas and your creativity. We can be of assistance to you in many ways, with personal and works issues, or with your social or linguistic interests.

We wish you a wonderful academic year at UCSC, full of new experiences (many!), fun (as much as possible) and (much) success.

For more information, you can contact us by writing to one of the e-mail addresses below. We will welcome you personally at the Welcome Days in September to start this Italian experience together!

SMINT
Studenti del Management Internazionale

Danilo Randazzo: danrandazzo@web.de
Corinna Drechsel: corinna.drechsel@gmx.de



Facebook profiles:

Smint Piacenza

Smint il Forum



For more information:

**Università Cattolica del Sacro Cuore
International Office**

Sede di Piacenza-Cremona
Via Emilia Parmense, 84
29122 Piacenza (PC)
ITALY

Tel: +39 0523 599 436

Fax: +39 0523 599 441

@: ucscinternational-pc@unicatt.it