



**UNIVERSITÀ
DI SIENA
1240**

**School of Economics and Management
Department of Business and Law**

Academic Year 2025/2026

**Call for applications for admission to the
FOUNDATION COURSE IN ECONOMICS AND MANAGEMENT**

Art. 1 – Scope of Application

1. This call for applications governs admission to the *Foundation Course in Economics and Management* for the 2025/2026 academic year and is published on the University's Official Notice Board (<http://albo.unisi.it>).
2. The course has a limited number of available places. Admission is subject to the selection procedures outlined in Article 5 of this call and is granted in accordance with the ranking order, within the limits of the available places.
3. For technical, scientific, and organizational support related to the selection procedures, the University avails itself of the services provided by the Interuniversity Consortium for Integrated Access Systems (CISIA), of which several Italian universities are members. The updated list of participating universities is available on the consortium's official website (<http://www.cisiaonline.it>).

Art. 2 – Admission Requirements

1. The following candidates are eligible for admission to the Foundation Course:
 - Students holding a secondary school diploma (or an equivalent qualification pursuant to current regulations) obtained abroad after a minimum of 11 years of total schooling, which grants access to higher education in the educational system of the country where the qualification was awarded.
 - Students holding a U.S. High School Diploma (HSD) who have not completed the three Advanced Placement (AP) examinations required for admission to Italian universities.
 - Students holding a General Certificate of Education (GCE) or an International General Certificate of Education (IGCE) from the United Kingdom who do not meet the requirement of three A-levels for admission to Italian universities.
2. In addition, applicants must demonstrate English language proficiency at a minimum level of B1 (or higher), in accordance with the Common European Framework of Reference for Languages (CEFR). The procedures for verifying language proficiency are detailed at admission.unisi.it/?p=1944.

3. To be eligible for enrolment in the Foundation Course, applicants must be at least 17 years of age, or must turn 17 no later than December 31, 2025.

Art. 3 - English Language Proficiency

1. Applicants may demonstrate adequate proficiency in the English language exclusively through one of the following methods:

- Submission of a recognized language certification, as specified at <https://admission.unisi.it/?p=1944>;
- Evaluation through an oral interview described in Articles 8 and 9 of this call for applications.

2. Citizens of countries where English is the primary language of communication, as specified at <https://admission.unisi.it/?p=1944>, are exempt from submitting a language certification.

Art. 4 – Available Places and Selection Procedure

1. For the 2025/2026 academic year, 176 places are available for admission.

2. Admission to the programme is subject to a competitive selection process. Applications must be submitted by **16 May 2025**.

3. Applications for the selection process must be submitted via the online portal <https://apply.unisi.it/courses/course/96-puc-foundation-course-economics-and-management> by completing the application form referred to in article 5 of this call for applications.

Art. 5 – Application for Admission

1. Applications must be submitted via the portal <https://apply.unisi.it/courses/course/96-puc-foundation-course-economics-and-management>, accompanied by the following documentation:

- **Valid identification document:** Candidates must upload a scanned copy of a valid European ID card or passport. Non-EU candidates already residing in Italy must submit both their passport and a valid Italian residence permit.
- **Curriculum Vitae (CV):** A CV outlining the applicant's educational background, skills, any relevant work experience, and qualifications. Any format is accepted, although the Europass CV format is recommended.
- **High school diploma (or provisional certificate):** An official transcript or diploma from secondary school (or provisional certification if studies are ongoing). Diplomas and transcripts issued abroad must be official, bearing the stamp of the institution and the signature of the issuing authority. Documents must be in either Italian or English. If issued in a different language, a certified translation must be provided.
- **Recognised English language certification,** if available, at level B1 or higher according to the Common European Framework of Reference for Languages (CEFR). A list of recognised certifications and exemption cases is available at <https://admission.unisi.it/?p=1944>.
- **Proof of completion of the English TOLC-E test,** administered by the CISIA consortium, either in-person or in the TOLC@CASA format, taken no earlier than 1 January 2024.

2. A non-refundable application fee of € 49.90 is required and must be paid exclusively through the portal apply.unisi.it, following the instructions provided therein.

3. The information and documentation submitted through the apply.unisi.it portal may be edited or supplemented by accessing the platform until the application deadline specified in article 5 of this call.

Art. 6 - English TOLC-E

1. The selection process described in article 5 takes into account the score obtained by candidates in the English TOLC-E test. No other types of tests will be accepted. Detailed information on the test structure, content, time allocation, and assessment methods is available on the CISIA portal: <https://www.cisiaonline.it>.

2. The English TOLC-E test may be taken at any test center affiliated with the CISIA consortium, either in the TOLC@CASA (remote) or in-person format. Test dates are published on the CISIA portal: <https://www.cisiaonline.it>.

Art. 7 - Candidate Evaluation

1. A provisional ranking list is compiled based on the English TOLC-E score, arranged in descending order.

2. Candidates who have not taken a test with the University of Siena or who do not submit the CISIA certificate proving they have taken the test at another university will be excluded from the ranking.

3. Candidates failing to submit a proof of English language proficiency through a recognized language certification (article 3 of this call), will be called for an oral interview, as described in article 6 of this call. Candidates whose English proficiency will be deemed insufficient will be excluded from the ranking list.

4. In the event of a tie in the total score, priority will be given to the younger candidate. If the tie persists, priority will be determined based on the highest partial scores in the English TOLC-E test sections, in the following order: Mathematics, Logic, Reading Comprehension.

5. The final rankings, approved by Rectoral Decree, will be published at www.unisi.it in the *Albo online* section and on the site fc-economics-management.unisi.it.

Art. 8 – Procedures and Organization of the Oral Interview

1. The oral interviews referred to in Article 7 will be conducted online via Google Meet, starting from May 19, 2025. The interview date will be communicated to candidates at least three days in advance, using the email address provided during the application process. Failure to attend the interview will result in exclusion from the ranking list.

Art. 9 – Acceptance, Confirmation, and Assignment of Places

1. Based on the ranking list resulting as described in Article 5 and 6, the first 176 eligible candidates will be offered the opportunity to accept and confirm their assigned place. The offer will be communicated via the email address provided during the application process.

2. From the date the offer is sent, candidates have five days to accept and confirm the place. Acceptance must be completed through the apply.unisi.it platform. Confirmation is finalized by paying a fee of € 500, also via the apply.unisi.it platform.

3. Failure to accept and confirm the offer within the specified timeframe will result in the place being made available to candidates placed at the places following 160th on the ranking list, following the order of the ranking list. The candidate who does not accept and confirm the offer will be considered as having declined the offer.

4. Candidates who have declined the offer may request to be reconsidered for admission in a later stage by contacting the Admission Office (admissionoffice@unisi.it). Re-entry will be possible only once, and only if places are still available. In any case, the admission process will end no later than 24 July 2025; no candidates will be admitted after this date, even if places remain unfilled.

5. Acceptance and confirmation of the assigned place imply full acceptance of the course regulations, available on the website fc-economics-management.unisi.it.

Art. 10 – Enrolment

1. Candidates who have confirmed a place are supposed to complete their enrolment before the beginning of the teaching activities and no later than Friday, November 28, 2025, by following these steps in the specified order:

- A. Obtain clearance to enroll (nulla osta) from the Admission Office. The documents required to obtain clearance for enrolment are listed on the following page: <https://admission.unisi.it/?p=1982>.
- B. Complete the online enrolment procedure via segreteriaonline.unisi.it. The instructions to applicants will be provided by the Admission Office.
- C. Pay the enrolment fee of € 3.500 in a single instalment.

2. Candidates are encouraged to contact the Admission Office (admissionoffice@unisi.it) as soon as the required documents and their visa (if applicable) are available. The entire process may be completed from abroad to ensure that the issuance of a residence permit upon arrival in Italy proceeds smoothly and without delay.

3. If, due to force majeure (for example, a delay in obtaining a visa), enrollment is completed after Friday, 28 November 2025, an additional fee of € 100,00 per week will be charged to cover catch-up classes and personalized tutoring. This additional fee will be applied at the end of each Friday.

4. The final deadline to enrol in the Foundation Course in Economics and Management is January 12, 2026. After this date, enrolment will no longer be possible, and any rights acquired through payment of the confirmation fee will be forfeited.

Art. 11 – Responsible Officer for the Procedure

1. Pursuant to Law No. 241 of 7 August 1990, as amended and supplemented, the officer responsible for the procedure referred to in this notice is the acting Head of the Student Office of the School of Economics and Management (didattica.sem@unisi.it).

Art. 12 – Access to Documents

1. The provisions of this notice are intended to ensure full transparency throughout all phases of the procedure, including the criteria and processes for the appointment of evaluation committees, in accordance with Law No. 241 of 7 August 1990.

2. Candidates have the right to access the documents relating to the selection procedure, in accordance with current legislation and the procedures established by the University Regulations.

Art. 13 – Personal Data Protection

1. The personal data of candidates will be processed by the University of Siena exclusively for institutional purposes and for the management of the present selection process.
2. The privacy notice regarding the processing of student data is available in the "Privacy" section of the University's website: Privacy and Cookie Policy | University of Siena.
3. The University undertakes to maintain the confidentiality of the data and information provided by the candidates, which will be processed in accordance with EU Regulation 2016/679 on the protection of personal data and Italian Legislative Decree No. 196/2003, as amended by Italian Legislative Decree No. 101 of 10 August 2018.
4. The Data Controller is the University of Siena, represented by the Rector, Prof. Roberto Di Pietra. Candidates may exercise their rights by contacting the Data Controller at: rettore@pec.unisipec.it (certified email), or segreteria.rettore@unisi.it (standard email).
5. The provision of personal data is mandatory for managing the relationship between the student and the University (e.g., selection, admission, enrolment, academic records management, etc.).
6. Failure to provide consent for data processing will result in exclusion from this selection process.

Art. 14 – Final Provisions

1. For all matters not expressly covered in this selection notice, reference shall be made to the relevant laws and regulations in force.
2. This notice constitutes the binding legal framework for the selection procedure. Participation implies full and unconditional acceptance of all provisions contained herein.
3. All candidates are provisionally admitted to the selection procedure. The University Administration may, at any time and by means of a justified decision, exclude candidates who fail to meet the required eligibility criteria. Such a decision will be communicated to the candidate via e-mail.
4. Should any information provided in the submitted documentation be found to be false, or should any fraudulent documents be used, the candidate will be automatically excluded and will forfeit any benefits obtained, without prejudice to the criminal sanctions provided by the Italian laws and applicable special laws (Articles 75 and 76 of Presidential Decree No. 445/2000). Any false declaration may also give rise to claims for damages by third parties.
5. The admission fee, as stated in Article 5, is non-refundable under any circumstances. The confirmation and enrollment fees, as outlined in Articles 9 and 10, respectively, are also non-refundable, except in the event that the University of Siena is unable to activate the course due to financial unsustainability or circumstances of force majeure. Refunds, if applicable, will be subject to a deduction for processing and administrative costs.
6. Corrections of material errors or errata related to this decree will be published on the University of Siena's dedicated web page for the Foundation Course in Economics and Management. Such publication shall serve as official notification to all concerned parties, for all legal purposes and effects.