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## ANNEX I – SCHOOL AND DEPARTMENT REGULATIONS FOR APPLICATIONS AND SELECTION CRITERIA (Courtesy translation)

### SCHOOL OF MANAGEMENT AND ECONOMICS - SME

SME students can apply for any destination regardless of the Department they belong to, except for those destinations which have been reserved for students of specific degree programmes.

#### 1. DEPARTURE CRITERIA AND CONDITIONS

Second and third year UG students can only apply if they registered the following credits before **31/10/2023**:

- Mathematics for Economics I (12 credits) and Microeconomics (12 credits) exams if enrolled in a Department of Economics, Social Studies, Applied Mathematics and Statistics (ESOMAS) Degree programme;
- 10 credits, if enrolled in a Department of Management “Valter Cantino” Degree programme.

First year UG students do **not** need a minimum total of credits in order to apply for the Call.

#### 2. CHOOSING DESTINATIONS - UG/PG

Undergraduate students must apply for a destination where undergraduate places (UG) are available; postgraduate candidates must apply for a destination where postgraduate places (PG) are available; PhD candidates must apply for a destination where “D” places are available.

However, third year undergraduate students graduating before the winter session in December will be able to apply for a PG destination. In fact, if they win a scholarship, they can leave for the PG destination, but only once they have graduated. Departure is subject to students being enrolled in a School of Management and Economics postgraduate degree programme. Students should be aware that Erasmus student status and UniTo insurance are only guaranteed if they are enrolled in the postgraduate degree programme.

Students can apply for up to **two destinations**, even in different language areas. Students only interested in one destination can express their preference and, should the destination not be available, they will be admitted to clearing.

Applications will not be accepted for destinations where students do not meet the specific pre-requisites (i.e. language requirements, reserved destinations, double Degree programmes, etc). These students will be admitted to clearing, but as reserves.

#### 3. DOUBLE DEGREE PROGRAMME DESTINATIONS

The School’s double degree programmes are:

- Master in Business Administration: double degree with Université Côte d’Azur, Nice
- Bachelor in Economia Aziendale in Cuneo: double degree with Université Côte d’Azur, Nice

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- Master in Economics and Management: double degree with Université Jean Moulin Lyon3
  - Master in Economics: double degree with Université de Rennes

Candidates interested in double degree programmes must state their **first choice** of destination when applying to the Erasmus Call. Stating a double degree programme as a second choice will not be considered. Double degree programme candidates will have an interview in order to assess their language skills and suitability for the double degree programme. If a candidate is not considered eligible for the double degree programme after the interview, they will still be eligible for their second choice of destination, provided they have submitted the requested language proof in the application. Interview dates will be published on the Erasmus Call webpage and those pages dedicated to the individual double degree programmes.

#### 4. LANGUAGE REQUIREMENTS

For applications to be valid, candidates must fill in the “Additional Requirements” field proving they meet the language requirements of the University/ies they want to apply to. Students should remember they need a CEFR B2 level to successfully complete university courses. Here is the list of the main types of language requirements:

- I. **“No language requirements”** means candidates can apply regardless of their language level.
- II. The “Additional Requirements” field shows A SPECIFIC LANGUAGE LEVEL (eg. *French B1, English B2, English B2 AND German B1*, etc.) together with the wording:  
**“students must provide proof of their language level or the Passaporto per l’Europa which is strongly advised before leaving”**

→ Students must attach the appropriate documentation during the application phase proving that their language level meets requirements (see points **a, b, c, d, e, f** of the following Article No. 5 “PROOF OF LANGUAGE SKILLS”). The hosting partner can request the scholarship winner to provide a language certificate during the application process. Students can enrol in a “*Passaporto per l’Europa*” language test at the University Language Centre (Centro Linguistico di Ateneo, CLA) in order to obtain a CEFR language certificate.

**Candidates are responsible** for checking the hosting university’s language (and other) requirements **before applying** as they make the final decisions.

- III. The “Additional Requirements” field shows A SPECIFIC LANGUAGE LEVEL (eg. *French B1, English B2, English B2 AND German B1*, etc.) together with the wording:

**“Certificate to include in application”**

→ candidates **MUST include a certificate** that proves they meet the language level requirements (see points **b, c, f** of Art. 5 “PROVING LANGUAGE SKILLS”).

- IV. The “Additional Requirements” field shows the language level and **“certified”** (e.g. *“English B2 certified”*)

- ➔ the partner requires an INTERNATIONAL CERTIFICATION: (IELTS, DELF, DELE, etc.).
- ➔ the candidate **must** include a **certificate** with their **application** from among those listed in the Additional Requirements field or specified on the partner university's website.

The “Additional Requirements” field can also show "Home Institution certification" which can only be issued when the candidate provides: self-certification of enrolment in a degree course held in English/*Passaporto per l'Europa* obtained previously/other valid international certificate among those recognised by the School.

\***Passaporto per l'Europa**: Language certificate issued by [Centro Linguistico di Ateneo \(CLA\)](#) for Erasmus Call scholarship winners before their departure. This certificate is free and highly recommended for those who do not have a certificate issued by a language centre or international certificate (IELTS, TOEFL, DELF, etc). It must be submitted to the Partner University during application where requested.

## 5. PROOF OF LANGUAGE SKILLS

The application procedure includes candidates filling in a questionnaire declaring their language knowledge levels using the EU Framework of Reference for Language Skills ([CEFR](#)).

For each language spoken, students must prove their language skills by providing:

- a. proof of having passed the university **language proficiency exam**. The documentation relating to the exam must be included in the application indicating the language, the date, the place and, if possible, the mark and credit value (***Students can download self-certification of exams from MyUniTo***).

Students should be aware that language exams only correspond to “**language skill proof**” for the **purposes of this Call**. Language teachers do not certify a student’s CEFR level as part of the partner university’s application process based on passing these exams. The only exception would be if the date of the test taken at CLA is after the application deadline.

As seen in Art 4. 11, the **candidate is responsible** for obtaining a language level certificate in time should the partner university require one.

All scholarship winners are entitled to take the free “*Passaporto per l'Europa*” test at CLA.

The table below shows how the mark obtained equates to SME language course levels:

SUBJECT	MARK AND LEVEL – valid as “language skill proof” of CEFR level <u>for the purposes of this Call only</u> .
English eligibility MAN0084* (6 CFU)	ELIGIBILITY=B1.2, <u>regardless of level reached in test</u> (the exam only tests two of the four skills in the European framework: reading e listening, not writing or speaking)
English SEM0007 (12 CFU)	18-25=B1 26-29=B2 30-30L=C1

Business English SEM0098 (12 credits)	18-25=B1 26-29=B2 30-30L=C1
English SEM0070 (6 credits)	18-25=B1 26-30L=B2
English ECO0078 (12 credits)	18-25=B1 26-29=B2 30-30L=C1
English E2259 (6 credits)	18-25=B1 26-29=B2 30-30L=C1
Business English AA029 (9 credits)	18 -22 = B1/B1+ 23-27 = B2/B2+ 28-30L = C1
Spanish AA031 (5 credits)	18-25=B1 26-30=B2 30L = C1
<b>SUBJECT</b>	<b>MARK AND LEVEL – valid as “language skill proof” of CEFR level <u>for the purposes of this Call only.</u></b>
Spanish MAN0287 (6 credits)	18-25=B1 26-30L=B2
German MAN0288 (6 credits)	18-25=A2 26-30L=B1
German SAA074 (5 credits)	18-29=A2 30-30L =B1
French AA030 (5 credits)	18-22= B1 23-26 B2 27-30L C1
French MAN0286 (6 credits)	18-20 =A2 21-26 = B1 27-30L = B2
French– CUNEO ECO0077 (6 credits)	18-26 = B1 27-30L = B2
FRANCAIS DES AFFAIRES et COMMUNICATION D'ENTREPRISE SEM0099 (12 credits)	18-25=B1 26-29=B2 30-30L=C1
French SEM0069 (6 credits)	18-23=A2 23-27=B1 28-30L=B2

\*Candidates who have registered the English language exam MAN0084 (eligibility) after having

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provided a certificate (*see Moodle page for eligibility*) will not be eligible for the language teachers' CEFR level assessment based on this exam already having been registered.

- b. an **international certificate** (IELTS, DELF DELE, DFP, BEC). Candidates must include the certificate showing the year it was awarded, the type of diploma and the mark (including any partial ones). See [here](#) for a list of certificates which SME School recognises.
- c. other **language certificates or documentation suitable** for proving language level (e.g. Esabac, CLA or SAC certificate, *Passaporto per l'Europa*). Candidates must attach the documentation which indicates the year, the type and the mark (including any partial).
- d. **Transcript of Records (ToR)** relating to previous periods of mobility and proving that the candidate has passed language examinations.
- e. Self-certification of a candidate being **mothertongue or bilingual**, duly signed by the applicant. The Evaluation Committee reserves the right to interview the student in order to check the self-certified language level.
- f. students applying to an English-speaking destination must provide self-certification of being enrolled in a degree programme held in English.

## 6 NON-EU DESTINATIONS

The same rules apply for EU destinations as for non-EU destinations.

Please note that ESOMAS students can only apply for non-EU destinations at PG level.

## 7 SAA SPECIFICS

### Reserved Destinations

Business & Management (B&M), Information and Corporate Communication Management (MICA) and Business Administration (BA) first- and second year students can apply for exclusive destinations and some of which are specifically reserved for specific years (see "Notes" to individual agreements).

### Choosing destinations

Students can apply for a maximum of two destinations, e.g. both European (which would entail two different languages and two separate tests) or a European destination and a non-European one (which would also entail two different languages and two separate tests).

### SAC Certificate (SELF ACCESS CENTRE)

As mentioned in points 2 and 3 of the "LANGUAGE REQUIREMENTS" section above, SAA Campus students without a valid language certificate (not older than two years) can obtain the SAC Certificate proving their level.

## 8 EXTRA POINTS

The system automatically awards extra points from 0 to 30 to those with an eligible application based on their student record on **31/10/2023** and according to the following criteria:

- a weighted average under 26/30 (without rounding up), will be awarded 0 points;
- a weighted average of 26/30 to 27/30 (without rounding up) will be awarded 10 points;
- an average above 27/30 and up to 28/30 (without rounding up) will be awarded 20 points;
- an average above 28/30 (without rounding up) will be awarded 30 points.

The Commission will automatically award first year postgraduate candidates extra points from 0-30 following this criteria:

**DEGREE MARKS:**

< 90: 0 points

90-94: 5 points

95-99: 10 points

100-102: 15 points

103-106: 20 points

107-110: 25 points

Only for 110 with Honours: 30 points

**9 CLEARING**

**Students who have won a scholarship** but decide not to accept it, create an opportunity for other students who become eligible for that destination during the **clearing** process.

**Eligible students (but not winners)** on the first eligible candidate list or in clearing, will be eligible for the remaining vacant places. The Polo International Services office will invite these candidates to fill in a short questionnaire where they can indicate up to 10 preferences of destinations still available and based on their course (UG or PG). Students must check required language levels and/or certificates and select Partner Universities whose requirements they meet.

The remaining places will then be reallocated into a single ranking until there are no more places available, based on student scores, preferences and language skills declared in their application.

Candidates **who do not win a place on either destination** will be admitted to clearing, although on a reserve list.

**10 COMMITTEE CHECKS**

Any self-certification can be subject to Committee checks during the selection process, even in presence of the applicant. The Commission could, for example, invite the applicant to a short interview to double check their self-certified language level and motivation profiles. Students should also be aware of their legal responsibilities when making false declarations (penal code and special laws, in accordance with Art. 76 D.P.R. N. 445/2000).

**11 INFORMATION**

All information related to the Call and selections will be published on the School and individual Degree websites. For specific requests:

- ✓ Corso Unione Sovietica Campus students should contact SME Polo International Services at: [international.sme@unito.it](mailto:international.sme@unito.it)
- ✓ Via Ventimiglia Campus students should contact: [exchange.saa@unito.it](mailto:exchange.saa@unito.it)