



**REGULATIONS FOR ADMISSION TO THE MASTER'S DEGREE PROGRAMS IN  
AMMINISTRAZIONE E CONTROLLO AZIENDALE, BUSINESS ADMINISTRATION  
(English-medium program), DIREZIONE D'IMPRESA, MARKETING E STRATEGIA AND  
FINANZA AZIENDALE E MERCATI FINANZIARI. ADMISSION TEST FOR THE  
ACADEMIC YEAR 2022/2023**

The Master's Degree programs in *Amministrazione e Controllo Aziendale*, *Business Administration* (English-medium program), *Direzione d'Impresa*, *Marketing e Strategia* and *Finanza Aziendale e Mercati Finanziari* in the academic year 2022/23 have a capped number of places.

The maximum number of candidates that can enroll in the first year, per Degree course, is specified in the following table:

	Italian candidates; EU candidates and equivalents; non-EU candidates legally residing in Italy
Master's Degree in <i>Amministrazione e Controllo Aziendale</i>	236
Master's Degree in <i>Business Administration</i>	75
Master's Degree in <i>Direzione d'Impresa, Marketing e Strategia</i>	237
Master's Degree in <i>Finanza Aziendale e Mercati Finanziari</i>	119

Admission to the Master's Degree programs in *Amministrazione e Controllo Aziendale*, *Business Administration* (English-medium program), *Direzione d'Impresa*, *Marketing e Strategia* and *Finanza Aziendale e Mercati Finanziari* therefore requires candidates to sit an admission test. Candidates will be granted a placement on the basis of a ranking list drawn up according to the procedures described in the present Regulations.

The curricular requirements are considered as fulfilled for the who graduated or are about to graduate in one of the following three-year degree courses:

- Ex. DM 270/2004: degree classes from L-01 to L-43, class L/DC (*Scienze della Difesa e della Sicurezza*) and class LMG1 (single cycle Law Degree);
- Ex. DM 509/1999: first level classes from 1 to 42, class DS1 (*Scienze della Difesa e della Sicurezza*).

The curricular requirements of applicants with a qualification belonging to other Degree classes shall be evaluated by the Admission Requirements Commission of the Department.



## **1. Registering for the admission test**

The admission test for “Italian candidates; EU candidates and equivalents; non-EU candidates legally residing in Italy” is the same for all the Master’s Degree programs included in the present Regulations and will be held in Italian, with the exception of the admission test for the Degree program in Business Administration, which will be entirely in English but identical in content.

Two independent sessions of the admission test for “Italian candidates; EU candidates and equivalents; non-EU candidates legally residing in Italy” will be held and each of them will result in two separate rankings. Both sessions will be held in presence, unless COVID-19 related emergencies will force us to switch the test on a virtual test. The candidate can register to both sessions, in the event that he/she has failed to enrol in the first one.

Absence of the applicant on the day, at the place and at the time established for the chosen test will be considered as a renunciation of the test, whatever the reason or impediment that might have caused said absence.

The places allotted to “Non-EU candidates residing abroad” and “Chinese candidates in the Marco Polo project” (please see their Regulation) but still vacant upon completion of the test session will be reallocated to “Italian candidates; EU candidates and equivalents; non-EU candidates legally residing in Italy” within the ranking resulting from the second session of the admission test.

### **First session of the admission test**

The first session of the admission test will be held on **13<sup>rd</sup> April 2022** (please, see the timetable on the website of the School of Management and Economics [www.sme.unito.it](http://www.sme.unito.it)). If the handling of the COVID-19 emergency situation will call for an online test, the test could take place on both the **12<sup>nd</sup> April 2022** and on the **13<sup>rd</sup> April 2022** (the distribution of candidates among the two available dates would be communicated on School of Management and Economics website [www.sme.unito.it](http://www.sme.unito.it)).

The application to sit the first session of the admission test must be submitted from **1<sup>st</sup> March 2022 to 29<sup>th</sup> March 2022** (see the time schedule indicated in the call) on the UNITO portal. Upon submission of the application to sit the first session of the admission test, the applicant must select **only one Degree program**. It is not possible to select multiple options and **the option selected in the application shall not be modified in any way**. Applicants selecting the English-medium Degree program in Business Administration must sit the test in English. For all the other Italian-medium Degree programs, the test will be administered in Italian, with the exception of some thematic questions in English.

The number of available places per Degree program in the first session of the admission test are as follows:

- Master’s Degree in *Amministrazione e Controllo Aziendale*: 189 places;
- Master’s Degree in *Business Administration*: 60 places;
- Master’s Degree in *Direzione, Marketing e Strategie d’Impresa*: 190 places;

- Master's Degree in *Finanza Aziendale e Mercati Finanziari*: 95 places.

**The ranking lists for each Degree program resulting from the first test session will be published by 20<sup>th</sup> May 2022.**

The position of the candidate in the ranking list of the Degree program s/he selected will be displayed on the personal page MyUniTO ([my.unito.it](http://my.unito.it)). The details of admitted applicants for each Degree program will be based on the ranking lists (see section 3. "Creation of the ranking lists" in the present Regulations). When the ranking lists are published, the personal page MyUniTO will therefore contain one of the following indications:

- "Admitted". The applicant can enroll confirming the online pre-enrollment by and no later than the deadline indicated in the official Call and specified in the MyUniTO personal page;
- "Not admitted". The applicant is not excluded from the ranking list but must wait for a place to become available (*repechage*). Applicants should check their status on their MyUniTO personal page frequently, to ensure that they see the *repechage* in time;
- "Rejected". The candidate is excluded as the test score s/he achieved is lower than the minimum threshold established in the official Call.

Admitted applicants as per the first test session ranking list shall **enroll from 25<sup>th</sup> to 27<sup>nd</sup> July 2022**, provided that they obtained their undergraduate qualification by **20<sup>th</sup> July 2022**. **The *repechage* will be from 29<sup>th</sup> July to 1<sup>st</sup> August 2022**, should any residual places be available in the ranking list of each Degree program. Upon completion of this *repechage*, the first test session ranking list will be cancelled: **any applicants who could not or did not want to enroll in the July and August 2022 time frame indicated above will have to sit the admission test again in the second session, should they be interested in getting a place in the ranking list again**. For example, if an applicant fails to obtain their undergraduate degree by 20<sup>th</sup> July, they will have to sit the test again in the second session, by registering for the second competition, should they be interested in getting a place in the ranking list.

### **Second session of the admission test**

The second session of the admission test will be held on **6<sup>th</sup> September 2022** (please, see the timetable on the website of the School of Management and Economics [www.sme.unito.it](http://www.sme.unito.it)).

The application to sit the second session of the admission test must be submitted from **13<sup>th</sup> June 2022 to 15<sup>th</sup> July 2022** (see the time schedule indicated in the Call). Upon submission of the application to sit the second session of the admission test, the applicant will have the possibility to select **two Degree programs, specifying a first and a second choice**. In any case, the selected options shall not be modified; **the order of preferences shall be binding** and, after completing and confirming the test registration procedure, it shall not be modified. **Should the applicant select the (English-medium) Business Administration program among the options, whatever the order of preference, they will have to sit the test in English**. Those applicants who do not sit the admission test in English shall not

be allowed to enrol in the Business Administration program.

**Example:**

*An applicant expressed the following order of preference:*

- *1<sup>st</sup> choice: Master's Degree in Amministrazione e Controllo Aziendale;*
- *2<sup>nd</sup> choice: Master's Degree in Business Administration;*

*Since the Master's Degree in Business Administration was selected among the options, the applicant will have to sit the admission test **in English**.*

The number of available places per Degree program in the second session of the admission test are as follows:

- Master's Degree in *Amministrazione e Controllo Aziendale*: 47 places;
- Master's Degree in *Business Administration*: 15 places;
- Master's Degree in *Direzione, Marketing e Strategie d'Impresa*: 47 places;
- Master's Degree in *Finanza Aziendale e Mercati Finanziari*: 24 places.

In addition to the aforementioned amounts of places, the following will be accounted for:

- any place remaining vacant upon completion of the first enrolment and repechage procedures in July and August 2022 concerning the ranking list of the first test session of "Italian candidates; EU candidates and equivalents; non-EU candidates legally residing in Italy";
- any place remaining vacant upon completion of the enrolment and repechage procedures of the session "Non-EU candidates residing abroad" and "Chinese candidates in the Marco Polo project".

The ranking list resulting from the second test session will be published by **15<sup>th</sup> September 2022**. There will be a single ranking list for all the Degree programs. The position of the candidate in the ranking list of the Degree programs s/he selected will be displayed on the personal page MyUniTO (my.unito.it). The details of admitted applicants for each Degree program will be based on the ranking list (see section 3. "Creation of the ranking lists" in the present Regulations) and on the preferences indicated by the applicant. When the ranking lists are published, the personal page MyUniTO will therefore contain one of the following indications:

- "Admitted". The applicant can enroll confirming the online pre-enrollment by and no later than the deadline indicated in the official Call and specified in the MyUniTO personal page;
- "Not admitted". The applicant is not excluded from the ranking list but must wait for a place to become available (*repechage*). Applicants should check their status on their MyUniTO personal page frequently, to ensure that they see the *repechage* in time;
- "Annulled". The candidate is admitted to the program of his/her first choice and therefore the second choice is annulled;
- "Rejected". The candidate is excluded as the test score s/he achieved is lower than the minimum threshold established in the official Call.



Some examples are given below.

**Example 1)**

*A candidate who expressed the following order of preference:*

- *1<sup>st</sup> choice: Master's Degree program in Amministrazione e controllo aziendale;*
  - *2<sup>nd</sup> choice: Master's Degree program in Direzione d'Impresa, Marketing e Strategia;*
- and is "Admitted" to the ranking list for the Degree program in Amministrazione e controllo aziendale (1<sup>st</sup> choice), must necessarily enroll in said Degree program and the 2<sup>nd</sup> choice will be automatically annulled.*

**Example 2)**

*A candidate who expressed the following order of preference:*

- *1<sup>st</sup> choice: Master's Degree program in Business Administration;*
  - *2<sup>nd</sup> choice: Master's Degree program in Amministrazione e controllo aziendale;*
- and is "Admitted" to the ranking list for the Degree program of his/her 2<sup>nd</sup> choice, but not that of his/her 1<sup>st</sup> choice, will pre-enroll in the Degree program of his/her 2<sup>nd</sup> choice, but will remain in the ranking list of his/her 1<sup>st</sup> choice while waiting for a place to become available (repechage) and, should this occur, s/he may switch program within the timeframe specified in the official Call.*

**Example 3)**

*A candidate who expressed the following order of preference:*

- *1<sup>st</sup> choice: Master's Degree program in Amministrazione e controllo aziendale;*
  - *2<sup>nd</sup> choice: NONE;*
- and is "Not admitted" to the Degree program in Amministrazione e controllo aziendale, shall not be admitted to any Master's Degree program as per the present Regulations, since s/he did not select any second choice. S/he will remain in the ranking list and will have to wait for a place to become available (repechage) in the Degree program indicated as 1<sup>st</sup> choice.*

**Example 4)**

*A candidate who expressed the following order of preference:*

- *1<sup>st</sup> choice: Master's Degree program in Amministrazione e controllo aziendale;*
  - *2<sup>nd</sup> choice: Master's Degree program in Direzione d'Impresa, Marketing e Strategia;*
- and is "Rejected" in both Degree programs will be excluded as the score s/he achieved is lower than the minimum established threshold as per the official Call.*

**Example 5)**

*A candidate who expressed the following order of preference:*

- *1<sup>st</sup> choice: Master's Degree program in Amministrazione e controllo aziendale;*
  - *2<sup>nd</sup> choice: Master's Degree program in Finanza Aziendale e Mercati Finanziari;*
- and is "Not admitted" to both Degree programs will have to wait for a place to become available (repechage). S/he will remain in the ranking list of both programs. Should a place become available in the Degree program in Amministrazione e controllo aziendale (first choice), s/he will have to enroll in that Degree program and the second choice will be automatically annulled.*

**Example 6)**

*A candidate who expressed the following order of preference:*

- *1<sup>st</sup> choice: Master's Degree program in Amministrazione e controllo aziendale;*
- *2<sup>nd</sup> choice: Master's Degree program in Finanza Aziendale e Mercati Finanziari;*



and is “Not admitted” to both Degree programs will have to wait for a place to become available (*repechage*). S/he will remain in the ranking list of both programs. Should a place become available in the Degree program in *Finanza Aziendale e Mercati Finanziari* (second choice), s/he will pre-enroll in the Degree program indicated as second choice, but will remain in the ranking list of their first choice while waiting for a place to become available (*repechage*). Should this occur, s/he may switch program within the timeframe specified in the official Call.

Admitted applicants as per the ranking list of the second test session shall enroll according to the following time schedule.

First timeframe for enrollment: 19/10 – 21/10/2022

First *repechage*: 25/10 – 26/10/2022

Expression of interest in continuing with the *repechage* procedure: 28/10 – 31/10/2022

Second *repechage*: 3/11-4/11/2022

Third *repechage*: 8/11 – 9/11/2022

Fourth *repechage*: 11/11 – 14/11/2022

Fifth *repechage*: 16/11 – 17/11/2022

Those applicants who do not express their interest in continuing with the *repechage* procedure during the relevant timeframe (28-31<sup>th</sup> October 2022) will be cancelled from the ranking list and shall not be reinserted without exceptions.

## **2. Language**

The admission test for the Italian-medium Degree programs is in Italian, with the exception of some thematic questions in English. The admission test for the English-medium Degree program in Business Administration is entirely in English.

The applicant shall sit the entrance test in English if the preferences expressed include the English-medium Degree program in Business Administration. Candidates who did not take the admission test in English shall not enroll in the English-medium Degree program in Business Administration. Sitting and passing the admission test in English is considered proof of a language proficiency level equal to or higher than level B2 (Common European Framework of Reference for Languages) which is considered necessary in order to attend this Master’s Degree program.

## **3. Creation of the ranking list**

The results of the first session of the admission test will determine separate ranking lists for each of the four Degree programs included in the present Regulations.

The results of the second session of the admission test will determine one ranking list for all the four Degree programs included in the present Regulations.



For the purposes of the creation of each ranking list, the overall evaluation, expressed in marks out of one hundred, will be determined on the basis of the score obtained in the admission test between 0 and 100.

**The test can also be taken by candidates who have not yet obtained their undergraduate degree.** However, the **timeframe for enrollment in July and August 2022**, concerning the ranking list of the first session of the admission test, will be open only to candidates who obtain undergraduate degree by **20<sup>th</sup> July 2022**. Therefore, those applicants included in the ranking list of the first session of the admission test who do not obtain their undergraduate degree by 20<sup>th</sup> July 2022 shall not enroll in July and August 2022. Should they still be interested, they will have to take the admission test again in the second session and register for the second Call.

The timeframe for enrollment in October 2022, concerning the ranking list of the second session of the admission test, will be open only to candidates who obtain their undergraduate degree by **17<sup>th</sup> October 2022**. **Those applicants included in the ranking list of the second session of the admission test who do not obtain their undergraduate degree by 17<sup>th</sup> October 2022 shall not enroll.**

The score obtained in the admission test will be normalized by attributing the value 100/100 to the highest result (MAX) and 0/100 to the lowest result (MIN). The normalized scores deriving from the intermediate scores (X) achieved in the test will be calculated according to the formula  $100 * (X - MIN) / (MAX - MIN)$ .

In order to fulfil the basic requirement of adequate personal preparation, the score obtained in the test must be equal to or higher than 15/100. In particular, **those applicants who may achieve a test score lower than 15/100 shall not enroll, regardless of the availability of places in the ranking list.**

The ranking list will be determined taking account of the final score obtained (results of the entrance test) and the candidate's preference for a Degree program expressed at the time of registration for the admission test (only for the second session of the test).

In the event of further parity, priority will be given to the younger applicant.

#### **4. Exemptions**

There are no exemptions.

#### **5. Transfers and switchovers from other Degree programs**

It is possible to transfer or switch to a Master's Degree program with a capped number of places at the School of Management and Economics:

- From another Master's Degree program at the School of Management and Economics (internal switchover);
- From another Master's Degree program at the University of Turin, but not at the School of Management and Economics (switchover);



- From another university (transfer).

For the **internal switchover** of a student enrolled in a study program at the School of Management and Economics in Turin, two cases must be distinguished:

- Switchover from a Master's Degree Program LM-77 (*Amministrazione e Controllo Aziendale, Amministrazione e Gestione Digitale delle Aziende, Business Administration* (English-medium program), *Direzione d'Impresa Marketing e Strategia, Finanza Aziendale e Mercati Finanziari* and *Professioni Contabili*) to another Master's Degree Program LM-77: **is required to apply for and sit the admission test and obtain an appropriate position in the ranking list.** The student can be included in the 2<sup>nd</sup> year of the 2021/2022 cohort of the chosen Master's Degree program only if s/he achieved at least 30 university credits in the mandatory subjects of the first year of the Master's Degree program for which s/he wishes to enrol and in the limit of available places. Otherwise s/he will be enrolled in the first year of the 22/23 cohort;
- Switchover from a Master's Degree Program LM-56 (*Economia e Management*, Economics) or LM-83 (*Quantitative Finance and Insurance*) to a Master's Degree Program LM-77: the student **is required to apply for and sit the admission test and obtain an appropriate position in the ranking list.** The student can be included in the 2<sup>nd</sup> year of the 2021/2022 cohort of the chosen Master's Degree program only if s/he achieved at least 30 university credits in the mandatory subjects of the first year of the Master's Degree program for which s/he wishes to enrol and in the limit of available places. Otherwise s/he will be enrolled in the first year of the 22/23 cohort.

For a **transfer** (from another university) or **switchover** (from another Master's Degree program at the University of Turin, but not at the School of Management and Economics) to a Master's Degree program with a capped number of places at the School of Management and Economics for the academic year 2022/2023 it is necessary to:

- Register for and sit the test, and obtain an appropriate position in the ranking list;
- Enroll in the first year of the chosen Master's Degree program.

After enrolment in the first year of the Master's Degree program, the student can request:

- Recognition of any university credits obtained during the previous Master's Degree program;
- Admission to the second year of the chosen Master's Degree program. This request will be met only if the student obtained at least 30 university credits in the mandatory subjects of the first year of the Master's Degree program for which s/he wishes to enrol and in the limit of the available places. Otherwise s/he will be enrolled in the first year of the 22/23 cohort.

The student's previous university career is evaluated by the Degree program Teaching Committee.

## **6. Applicants with disabilities or specific learning difficulties (SLD, DSA in Italian)**

To ensure that the test is correctly carried out on a level playing field:





- Applicants with a disability certificate pursuant to Law 104/92 (Framework law for the assistance, social integration and rights of the disabled) and subsequent amendments and additions, with disability percentage of 50% or above must indicate, when submitting their application online on the University website ([www.unito.it](http://www.unito.it)), the need for any special aids during the admission test and/or additional time (+50%) required.

**NB:** these applicants must obligatorily upload the medical documentation certifying their invalidity/disability (not with *omissis*) as a single pdf file.

Holders of EES (*Esigenze Educative Speciali*, i.e. Special Educational Needs) or BES (*Bisogni Educativi Speciali*, i.e. Special Learning Needs) certificates are not entitled to request extra support, as these certificates are not recognized by current regulations concerning university education;

- Applicants with specific learning difficulties (SLD, DSA in Italian) pursuant to Law 170/2010 must specify their needs upon submission of their online application on the University website ([www.unito.it](http://www.unito.it)). Support measures may include:
  - Additional time (30% more) to complete the test;
  - Non-scientific calculator;
  - The figure of a Reader who reads the test questions to the candidate;
  - A video magnifier (alternatively, a Reader may be permitted).

Any other tool is not permitted, for example: dictionaries, books of formulas, periodic table of elements, conceptual maps, personal computers, PDAs, smartphones.

**NB:** Interested applicants **must** obligatorily upload their SLD certificate as a single file in pdf format when submitting their application.

The certification of specific learning difficulties pursuant to Law 170/2010 (reference ICD code F81.0-.1-.2-.3-.8 (dysorthography) and/or name of the disorder), as indicated by the MIUR [Ministry of Education, University and Research] in the Guidelines attached to Ministerial Decree 5669/2011, must be issued by the National Health Service or, if provided for by the Regional Authorities, by specialists or accredited facilities; it will be the responsibility of the applicant to submit appropriate written documentation proving accreditation of the above-mentioned specialists or accredited facilities, if not explicitly indicated in the certificate. The diagnoses carried out by (non-accredited) specialists or private services must be validated by the National Health Service in order to be accepted.

The date the certificate was issued must not be earlier than the third year before the date of enrolment at the University.

Holders of EES (*Esigenze Educative Speciali*, i.e. Special Educational Needs) or BES (*Bisogni Educativi Speciali*, i.e. Special Learning Needs) certificates that do not indicate the presence of specific learning difficulties are not entitled to request extra support, as these certificates are not recognized by current regulations concerning university education.

The University services in charge of evaluating such certificates verify that the submitted documentation certifies a condition of disability or SLD which entitles the applicant to benefit from the support measures requested.

Applicants with disabilities or specific learning difficulties residing in countries other than Italy must submit their certification issued in their country of residence with a diagnosis recognized in accordance with the relevant Italian norms. Should the certification be written in a language other than Italian, a sworn translation into Italian or English must be submitted

## **7. Syllabus and structure of the admission test**

The **Syllabuses** for the Italian and English versions of the test, attached to these Regulations, are designed to inform applicants about the main topics that are considered to be part of the basic knowledge necessary for the studies they will undertake.

In particular, the **Syllabuses** include some fundamental topics in the following six disciplines:

- Accounting;
- Financial statements;
- Business management and business strategy;
- Marketing;
- Corporate finance;
- Banking and financial institutions.

The Syllabus should be considered as a set of guidelines for one's preparation. However, the questions may also concern topics that are related to those addressed in the chapters of the reading list indicated in the Syllabus or may require applicants to establish logical correlations with and think critically of subjects that are not strictly reported in the Syllabus.

The admission test consists of **36 questions** on specific subjects with multiple choice answers. Only one answer (out of four) is correct in each question.

In the Italian version of the test, a subset of 5 questions are in English.

In the English version of the test, all 36 questions are in English.

**The test lasts 45 minutes.**

The admission test score will be determined as follows:

- + 1.6 points for a correct answer;
- 0 points for an omitted answer or answer annulled due to irregularities in marking the answers;
- - 0.8 points for an incorrect answer.



## 8. Publication of results and enrolment

The **results** for “Italian candidates; EU candidates and equivalents; non-EU candidates legally residing in Italy” and for “Chinese candidates in the Marco Polo Project” will be published **by 20<sup>st</sup> May 2022 (for the first test session) and by 15<sup>th</sup> September 2022 (for the second test session)**. **Enrollments will be open from 25<sup>th</sup> July to 1<sup>st</sup> August 2022 (first session) and from 19<sup>th</sup> October to 17<sup>th</sup> November 2022 (second session)**.

## 9. Instructions and virtual room allocation for the two sessions of the admission test

To take the admission test, applicants must have:

- a valid identity document with photo (possibly the same document that was used when registering for the test);
- a printout of the document showing their pre-enrolment number;
- the payment receipt for the MAV slip of the admission test.

Any other operational instruction will be provided to registered applicants in due time through the website of the School of Management and Economics ([www.sme.unito.it](http://www.sme.unito.it)). The absence of the candidate on the day, in the room and at the time established for the test will be considered as a renunciation of the test, whatever the reason or impediment that might have caused said absence.

During the test, applicants are not allowed to have any of the following items with them on their desk: bags or backpacks, books or notes, calculators, mobile phones, PDAs, any type of electronic device and anything else that will be communicated before the start of the test. Candidates found to be in possession of the material listed above will be excluded from the test.

Applicants need to have a stable internet connection and a personal computer or laptop to take the online test. Registered applicants will be informed of any other operational instruction in due time through the website of the School of Management and Economics ([www.sme.unito.it](http://www.sme.unito.it)).

Applicants who may not have the equipment indicated above can take the admission test in the premises of the School of Management and Economics or, should this be necessary for logistic-organizational reasons, in a different venue in Turin other than the School of Management and Economics. Those applicants who may be interested in this option must express this need by the deadline specified in the relevant notice that will be posted on the website of the School of Management and Economics ([www.sme.unito.it](http://www.sme.unito.it)).



## 10. Data protection

1. Pursuant to arts. 13 and 14 of the GDPR – EU reg. 27<sup>th</sup> April 2016, no. 2016/679, the personal data provided by each student will be collected at the University of Turin – Educational Services (“*Direzione Didattica e Servizi agli Studenti*” Administrative Division), for the purposes of managing the Call and subsequent creation of the ranking lists and will be processed in hard copy and/or via an automated database.
2. The provision of said data is mandatory for the purposes of verifying the requirements for taking part in the Call and managing it.
3. The provision of data necessary for implementing the law concerning the assistance of persons with disabilities (law of 5<sup>th</sup> February 1992, no. 104,) and the law concerning special learning difficulties (law of 8<sup>th</sup> October 2010, no. 170) is optional and is designed solely to ensure the adoption of adequate measures to guarantee equal conditions in sitting of the test. Said data will be processed in hard copy and/or via an automated database.
4. Should the test organizers need to avail themselves of external parties for the relevant activities, the data and the necessary information will be sent to and processed by said parties in compliance with the law on the protection of personal data.
5. With regard to filing and storage times, it is specified that the master file of applicants who submitted applications to take part in the Calls can also be kept by the University of Turin for historical interest. The data concerning ranking lists or minutes are kept indefinitely.
6. Should the data subjects believe that their data have been processed unlawfully, they are entitled to apply to the Control Authority to lodge a complaint.
7. The data subjects can exercise their rights, pursuant to arts. 11, 12, 15, 17, 18, 20 of the GDPR.
8. The Data Controller is the University of Turin, with head office in Via Verdi 8 10124 Turin, Italy. Contacts: Switchboard +39 011 6706111, certified email: [ateneo@pec.unito.it](mailto:ateneo@pec.unito.it).
9. The Legal Representative is the acting Rector of the University of Turin.
10. The Data Protection Officer– DPO (*Responsabile della protezione dei dati personali – RPD* in Italian) can be contacted at the following email address: [rpd@unito.it](mailto:rpd@unito.it).
11. The Regulations above are without prejudice to any modifications possibly required by the competent Authorities.
12. In the event of any ambiguity or inconsistency in the English translation of the present Regulations, the Italian text will prevail.