



## Master in Data Analytics for Economics and Management

2024/25

### Application and Admission

You can find all you need to know in order to apply and gain admission to this study programme by browsing through the information below.

Subject to accreditation of the Ministry.

### Deadlines and important dates

#### Early Bird Application

Application: 01/03 - 07/05/2024 (by noon local time)

Language exams (online): 18/03/2024 (fully booked) and 17 - 18 - 19 and 22 - 23/04/2024 (registration: 25/03 - 09/04/2024)

Publication of ranking lists: by 28/05/2024

Payment of the 1st instalment of the tuition fees: by 06/06/2024 (by noon local time)

Enrolment: from 12/07 - 15/10/2024 (by noon local time)

#### Late Application (only for EU citizens)

Application: 29/05 - 18/07/2024 (by noon local time)

Language exams: 24 - 29/06/2024 (registration: 29/05 - 16/06/2024)

Publication of ranking lists: by 07/08/2024

Payment of the 1st instalment of the tuition fees: by 20/08/2024 (by noon local time)

Enrolment: from publication of the ranking list until 15/10/2024 (by noon local time)

#### Additional Application Session (only for EU citizens)

Application: 20-29/09/2024 (by noon local time)

Language exams: Language exams are not offered by unibz. For the English language it is still possible to obtain certificates from external certifying bodies/institutes within the application deadline, such as LanguageCert or TOEFL iBT Home Edition (you must choose the type of exam that tests all skills: listening, reading, writing and speaking). Should you not get the actual certificate in time, the "Statement of Results" will be recognised. Publication of ranking lists: by 13/10/2024

Payment of the 1st instalment of the tuition fees: by 20/10/2024 (by noon local time)

Enrolment: from publication of the ranking list until 20/10/2024 (by noon local time)

#### Preparatory courses and Freshers Days

Intensive language courses: 02 - 20/09/2024 (Monday to Friday, 6 h/day)

Mathematics pre-course: 23/09 - 04/10/2024

Freshers Days: 30/09 - 01/10/2024

### 1st semester

Classes: 30/09 - 23/12/2024

Exams (extraordinary session): 12 - 23/12/2024

Holidays: 24/12/2024 - 06/01/2025

Classes: 07/01 - 25/01/2025

Exams: 27/01 - 15/02/2025

### 2nd semester

Classes: 03/03 - 17/04/2025

Holidays: 18- 21/04/2025

Classes: 22/04 - 14/06/2025

Exams (extraordinary session): 15 - 24/05/2025

Exams: 16/06 - 12/07/2025

### Autumn session

Exams: 25/08 - 27/09/2025

## Available places

EU citizens and citizens given parity of treatment

Early Bird Application: 20

Late Application: 8

Non-EU citizens (living abroad)

Early Bird Application: 2

The programme will only be offered if a minimum of 12 newly enrolled students is reached.

## Entry requirements

In order to gain admission to this programme you need the following qualifications:

a **three-year university degree** [\*] in one of the degree classes pursuant to Italian Ministerial Decree No. 270/04 (or an equivalent Italian qualification from previous degree programmes as well as an equivalent qualification gained abroad and recognised as suitable) **and the attainment of the following university credit points (CFUs/ECTS) in the following subject areas:**

**at least 12 CFU/ECTS in “Economics”**

scientific-disciplinary sectors in Italian universities:

SECS-P/01 - Economics

SECS-P/02 - Economic policy

SECS-P/03 - Public Economics

SECS-P/05 - Econometrics

SECS-P/06 - Applied economics

**at least 6 CFU/ECTS in “Business Administration”**

scientific-disciplinary sectors in Italian universities:  
SECS-P/07 - Business administration and accounting studies  
SECS-P/08 - Management  
SECS-P/09 - Corporate finance  
SECS-P/10 - Organization and human resource management  
SECS-P/11 - Financial markets and institutions  
ING-IND/35 - Business and management engineering

**at least 12 CFU/ECTS in “Statistics-Mathematics and/or Informatics”**

scientific-disciplinary sectors in Italian universities:  
SECS-S/01 - Statistics  
SECS-S/02 - Statistics for Experimental and Technological Research  
SECS-S/03 - Economic Statistics  
SECS-S/04 - Demography  
SECS-S/05 - Social Statistics  
SECS-S/06 - Mathematical methods of economics, finance and actuarial science  
MAT/02 - Algebra  
MAT/03 - Geometry  
MAT/05 - Mathematical Analysis  
MAT/06 - Probability and Statistics  
MAT/09 - Operations research  
INF/01 - Informatics  
ING-INF/05 - Information processing system

**If you have not yet graduated at the time of application:**

You can apply if you have acquired at least 140 credit points (ECTS). In this case you will be admitted conditionally, and you will need to submit your diploma by the enrolment deadline.

**If you graduate after the enrolment deadline:**

You cannot enrol and you will lose your place, which will be offered to the subsequent applicant in the ranking list. In this case you should not pay the tuition fees to secure your admission. You will be able to submit a late enrolment request and, only if there still are available places, you will be allowed to enrol by 13 December 2024.

To be admitted, you must fulfil the language requirements indicated in the section “Language requirements”.

According to national regulations, simultaneous enrolment in a maximum of 2 programmes is possible (however, the two programmes must not belong to the same class, e.g., LM-63/LM-63 and must differ for at least 2/3 of the course contents).

## Language requirements

The official teaching language is English. Therefore, the following language requirements apply, otherwise you will be excluded from the admission procedure:

**Entry level (to gain admission)**

English: B2

The levels of the Common European Framework of Reference apply.

You can demonstrate your language proficiency in the application portal (in the section “upload

language certificates” and/or “enrol for language exams”) after you have created an application in the section “create/manage applications”.

- In case your final certificate has been awarded by an **Italian** public institution, you need to submit a self-declaration.
- In case your final certificate has been awarded by a **foreign** public institution, you need to upload diploma scanned copy of the original.

**You can demonstrate language proficiency through:**

1. **the main teaching language in your final high school year**, if English (recognised as C1)  
**Foreign qualifications:** If the main teaching language is not clearly stated on your high school diploma, please also upload a letter/document issued by your high school stating the medium of instruction.
2. **a bachelor or master degree** in English (recognised as C1). unibz graduates must upload the language certificates obtained and/or declare that they have passed language exams at the unibz Language Centre (B2, B2+ or C1). **Foreign qualifications:** If the teaching language is not clearly stated on your University degree, please also upload a letter/document issued by your University stating the medium of instruction during your studies.
3. **a recognised language certificate** (see the list of recognised certificates) If you cannot upload the certificates, you can send them by e-mail as PDF files or deliver them in person to the Language Centre by the application deadline (see “Deadlines” section).
4. **language exams organised by the unibz Language Centre.** You can register for these exams online through the application portal (in the section “enrol for language exams”) after you have filled out your application in the section “create/manage applications”. The registration periods are indicated in the “Deadlines” section. If you start your application outside a language exams registration period, you must return to the portal during one of the periods indicated above in order to register for an exam. Information regarding the structure of the language proficiency exams, their duration, their administration, and typical processing time for the publication of the results can be found on the following webpage.

For information on studying in three languages also visit the following page.

## Online Application

Your application must be submitted online through the Application Portal. The deadlines are indicated in the “Deadlines” section.

- You need to create an account and upload a valid ID card or passport (front/back). Please note: if your document is invalid, incomplete or unreadable, you will be excluded from the admission procedure;
- Fill in the online form and upload the attachments listed under “Admission procedure”;
- If you gained your qualification abroad, you must also upload the diploma of your qualification: if you are not yet in possession of the diploma, you’ll need to upload it upon enrolment;
- Complete and submit the online application by the deadline. Once the application has been sent, it cannot be modified. Filled-in forms which have not been sent correctly will not be

taken into consideration.

**Please note:** Mendacious declarations will be criminally prosecuted and will result in the automatic exclusion from the ranking list.

### **EU-Citizens and equivalent**

You might apply for more than one study programme. If you are excluded in the first session, you might apply again in the second one.

#### **Considered as equivalent are:**

1. Citizens from Norway, Iceland, Liechtenstein, Switzerland, San Marino and the Vatican City State;
2. Non-EU citizens with a valid permit to stay in Italy (see article 39, paragraph 5 of decree no. 286 of 25.07.1998: "**permesso di soggiorno**" (residence permit) for work, family reasons, political or humanitarian asylum, religious reasons). In this case, you apply directly to the University as described above and must submit a copy of your valid permit to stay. A permit to stay for study reasons or a visa for tourism is **not**. If the permit has expired, you must attach a renewal request. **Please note** that if you do not upload the permit in the application portal, you will be automatically considered a non-EU citizen living abroad and therefore subject to the admission procedure through the Italian authorities in your country of origin.

### **Non-EU-Citizens (living outside of Italy)**

Only one application period is offered. After the deadline it is not possible to apply anymore. Application fee: € 50.

Once the ranking list has been published, if you have gained admission, secure it by paying the first instalment and then start your visa application on the University portal. The application on University is mandatory, otherwise you will not be allowed to enrol. On University you can apply for one study programme only.

## **Admission procedure**

The admission procedure is based on the following criteria:

### **1. Grade average (max. 90 points)**

- If you have already graduated: Final grade (expressed in thirtieths)
- If you have not graduated yet: The grade average of the passed university exams (expressed in thirtieths)

In case of a bachelor concluded with the highest grade and the mention "summa cum laude", 2 additional points will be awarded.

### **2. Further language proficiency**

You will receive 5 points if you demonstrate at least a C1 level in the official language of instruction (English).

For details, please see the paragraph "Language requirements for admission".

### 3. Prior knowledge

up to a maximum of 5 additional points may be awarded to those applicants who have successfully attended one or more courses included in the curriculum of the Master in Data Analytics for Economics and Management.

3 or more exams passed with an average mark >26: 5 points

2 exams passed with an average mark >26: 4 points

2 or more exams passed with an average mark between 24 and 26: 3 points

1 exam with mark >26: 3 points

1 exam with mark between 24 and 26: 2 points

Minimum total points required to be admitted to the ranking: **55 points**

In the event of equal scores, priority will be given to the applicant who has obtained the highest score for the first criterion. If scores are still equal, the younger applicant will have priority.

Only complete applications will be considered. The absence of one or more of the documents required for the calculation of the average marks will result in exclusion.

If you still need to graduate and/or certify the remaining exams you must sit, you are provisionally admitted in the ranking lists.

Courses included in the programme of the **Master in Data Analytics for Economics and Management** are not valid for the acquisition of the 30 CPs required for admission.

Courses that have been taken into consideration in order to achieve the 30 CPs necessary to gain admission to the master programme cannot be recognised for a possible career abbreviation.

**In the application portal, you shall upload:**

#### 1. Qualification:

- if graduated in Italy: diploma supplement or self-declaration (following the Italian D.P.R. no. 445/2000) of the degree awarded with the exams passed (if graduated) or with the exams passed (if not graduated yet);
- if graduated abroad: diploma supplement or final degree certificate with exams passed (if graduated) or transcript of records (if not graduated yet) in Italian, German or English.

**The above must contain the following information:** final grade, exams passed with grade and date of passing, credit points, scientific fields (the latter only for Italian titles).

**For qualifications obtained abroad, also:** scale of grades awarded by the university of provenance (with a minimum final grade to obtain the qualification and a maximum final grade achievable).

The Faculty reserves the right to request a description of the contents of the courses and/or teaching hours where necessary.

#### 2. Excel file:

Please download the file available in the application portal. Fill in all information about your bachelor/courses and upload it in the portal as an excel file.

**3. Optional self-declaration** for passed exams included in the curriculum of the Master in Data Analytics for Economics and Management (see point 3 of the criteria).

Please note that mendacious declarations will be sanctioned by criminal law and will result in your automatic exclusion.

### **Ranking lists**

The Admission Committee will only evaluate the documents uploaded in the portal by the application deadline. The ranking lists will be published here and are only valid for the respective academic year.

## **Secure your admission and enrolment**

If you have been admitted to more than one study programme, you can secure your admission for a maximum of 2 programmes by paying the designated rate twice. By confirming your place, you renounce admission to the other programmes.

### **1. Choose the study programme and pay the fees (to secure your admission) in the application portal.**

The deadlines are indicated in the “Deadlines” section.

If you do not meet this deadline, you will automatically be excluded and the next applicant in the ranking list will be admitted.

For EU citizens and citizens given parity of treatment only: any remaining places of the early bird application, will be offered in the late application.

**Please note** that you do not gain full student status by only paying the tuition fees. This status will only be acquired upon enrolment. If you have secured your admission, there will be no refund of the tuition fees unless you do not pass your secondary school final exam or, in the event of non-EU applicants living abroad, you do not receive the documents necessary for enrolment from the Italian authorities in your country.

### **2. Enrol online in the application portal.**

The deadlines are indicated in the “Deadlines” section.

Enrolment is recommended as early as possible, so you have the possibility to upload incomplete documents before the deadline.

If you do not meet the enrolment deadline, you will be excluded and the next applicant in the ranking list will be admitted.

### **Admission with reservation:**

If you do not have the required academic qualification, you will be given a conditional offer for a study place and you must submit your qualification upon enrolment. If you achieve your qualification after the enrolment deadline, you cannot enrol, and you will lose your place which will be offered to the subsequent applicant in the ranking list. **Advice:** If you achieve your qualification after the enrolment deadline, you should not pay the tuition fees to confirm the study place. You will be able to submit a late enrolment request and, only if there are study places still available, you can enrol by 13 December 2024.

### **If you have gained your qualification abroad, you must upload:**

- the diploma of your qualification

- the official translation of your diploma into Italian (not necessary if the diploma has been issued in German or English)
- the Diploma supplement, where it must be indicated: that you have achieved at least 180 credit points (ECTS) and that the qualification gives access to a master programme

**If you have gained your qualification abroad in one of the Countries that are signatory to the Lisbon Convention you must also upload:**

- the Statement of **Correspondence** of your qualification, to be downloaded from the ARDI - Automatic Recognition Database – Italy

**If you have gained your qualification abroad in a country that is not a signatory to the Lisbon Convention, you must also upload:**

- the Statement of **Comparability** and Verification of your qualification, issued by the Italian Information Centre on Academic Mobility and Equivalence (CIMEA)

unibz performs the necessary checks on your foreign qualification and in case of doubt reserves the right to request additional documents.

Please note that if you do not possess a valid admission qualification, you can be excluded with Rector's decree even after enrolment.

**If you are a non-EU citizen living abroad:**

If you are eligible for admission (check the ranking lists) and have also applied on University, the Italian Authorities in your own country will issue you the entry visa for studies/university.

This will allow you to arrive in Italy to enrol for the study programme that you have applied for, after passing the admission procedure.

According to Italian law, within 8 working days of your arrival in Italy, you must have applied for the residence permit: as soon as you arrive, get in touch with the Advisory Service and you will be given the necessary information for starting the procedure.

Once you will obtain your residence permit (permesso di soggiorno), you have to hand it in at the Student Office personally or via e-mail.

**Students intending to transfer from another Italian University to unibz** must submit to the Student Office - at the beginning of the academic year - a copy of the transfer application presented at the university of provenance.

## Tuition Fees

Fees amount to € 1373

- **1st instalment** (€ 773): includes the provincial tax for the right to study of € 173 and a revenue stamp of € 16.
- **2nd instalment** (€ 600): must be paid by March of the following year.

Delayed payment of the second instalment will result in a fine being levied. If you have not paid the tuition fees, you will be unable to take exams and will not be able to transfer to other



universities or other study programmes.

If you drop out of a programme, interrupt your studies or are excluded from studies, you are not entitled to reimbursement of the fees.

Exemption from the tuition fees (and the provincial tax) is granted to:

- Students with a disability recognized under article 3, paragraph 1, of Law No 104/1992, or with a disability up to or exceeding 66%: the disability certificate, issued by the health authorities, must be handed in at the beginning of the academic year.
- Foreign students who have been granted a scholarship from the Italian government.

Students who benefit from a scholarship granted by the Autonomous Province of Bozen-Bolzano are entitled to receive a refund of the tuition fees.

## Recognition of credit points from previous studies

Credit points from previous university studies can only be recognised after enrolment if the exams taken at the university of provenance are equivalent in content to those offered at unibz. You can fill out the application after enrolment.

The Advisory Service provides support regarding your choice of study. In many cases a simple call or a short request is enough to get the relevant information (Tel. +39 0471 012100).

Subject to change.

Latest update: 07.08.2024

## Advisory Service

Universitätsplatz 1 - piazza Università, 1

Italy - 39100, Bozen-Bolzano

Tel +39 0471 012100

Fax +39 0471 012109

apply@unibz.it

## Opening Hours

Tuesdays: 10:00-12:00

Thursdays: 14:00-16:00

Alternatively, you may call us throughout the week or book an online appointment