



## Master in Industrial Mechanical Engineering

2023/24

### 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.

### Deadlines and important dates

#### Early Bird Application

Application: 01/03 - 27/04/2023 (by noon local time)

Language exams: 17/03/2023 and 13 - 14 - 17 - 18 - 19/04/2023

Admission procedure and publication of ranking lists: by 16/05/2023

Payment of the 1st instalment of the tuition fees: by 25/05/2023 (by noon local time)

Enrolment: 12/07 - 25/07/2023 (by noon local time)

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

Application: 17/05 - 23/08/2023 (by noon local time)

Language exams: 26/06 - 01/07/2023 and 24/07/2023

Admission procedure and publication of ranking lists: by 06/09/2023

Payment of the 1st instalment of the tuition fees: by 15/09/2023 (by noon local time)

Enrolment: 06/09 - 13/10/2023 (by noon local time)

#### Preparatory courses and Freshers Days

Intensive language courses: 04 - 22/09/2023 (Monday to Friday, 6 h/day)

Freshers Days: 02 - 03/10/2023

#### 1st semester

Classes: 02/10 - 23/12/2023

Exams (extraordinary session): 14 - 22/12/2023

Holidays: 24/12/2023 - 07/01/2024

Classes: 08/01 - 27/01/2024

Exams: 29/01 - 24/02/2024

#### 2nd semester

Classes: 04/03 - 28/03/2024

Holidays: 29/03 - 01/04/2024

Classes: 02/04 - 15/06/2024

Exams (extraordinary session): 15 - 25/05/2024

Exams: 17/06 - 13/07/2024

### **Autumn session**

Exams: 26/08 - 28/09/2024

## **Available places**

EU citizens and citizens are treated equally

Early Bird Application: 25

Late Application: 15

Non-EU citizens (living abroad)

Early Bird Application: 10

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 one of the following qualifications:

- Italian bachelor degree (old or new system)
- University diploma
- Foreign qualification obtained abroad and recognized as suitable

### **Curricular requirements:**

1. The admission requirements are:

- an Italian bachelor degree in the degree class L-9 (Industrial Engineering) ex D.M. 270/2004
- an Italian bachelor degree in the degree class 10 (Industrial Engineering) ex D.M. 509/1999
- an Italian degree in another degree class (old or new system), university diploma or other foreign qualification gained abroad and recognized as suitable

2. In the first two cases mentioned above (1a and 1b), you must also have acquired the number of ECTS credit points needed for the Italian degree Laurea in Ingegneria Industriale (class L-9, DM n. 2359, 16 March 2007):

- Min. 36 ECTS credit points ( ) in the scientific-disciplinary areas of basic subjects.
- Min. 45 ECTS credit points in the scientific-disciplinary areas of the characterizing subjects of industrial mechanical engineering

3. In the third case mentioned above (1c), the Admissions Committee will check the requirements to determine whether the contents and courses attended are equivalent to the disciplinary fields mentioned at point (2). If you have gained a foreign qualification, the number of credit points awarded to scientific disciplinary sectors will be based on the contents of the exams passed.

4. If you do have the necessary curricular requirements you will not be admitted if your average grade in the bachelor (not including the final exam) is lower than 22/30 (Italian system) or 3,0 (German system)

**If you have not yet graduated at the time of application:** you can apply if you have acquired at least 150 ECTS credit points. Until your graduation, you will be admitted conditionally. You must have achieved your degree by the enrolment deadline, otherwise you will be excluded.

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

### **Requirements for the Double Degree Programme**

In order to gain access to the Double Degree Programme, you need to certify also:

1. 25 credit points within the competence of science and computer science (including at least 15 credits in Mathematics / statistics and 5 credits in Computer Science)
2. at least 20 credit points in the engineering competence (at least 10 credits in Mechanics and 5 in Construction)
3. at least 10 credit points in Economics
4. at least 15 credit points in logistics and production management (logistics, traffic engineering, production planning and control)

At the end of the 3rd semester you must have passed the exams of the 1st semester and document at least 10 weeks of internship in the industrial sector.

If you do not fulfil the requirements in time, you will not be able to graduate with the Double Degree.

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-33/LM-33).

## **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)
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)

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: <https://www.unibz.it/en/services/language-centre/language-exams/>.

## 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: € 30.

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**

You are ranked on the basis of your grade average of the passed exams of the first degree (excluded the final grade of the degree).

A test/interview is required only in case the ranking does not lead to a final ranking list (see Section "Deadlines").

The commission's decision will be based on the competences and soft skills. The Faculty secretariat informs you in case an interview takes place.

**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 use the file available in the application portal. Applications without a completed excel file will not be considered.

### **3. Curriculum vitae (English)**

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

**Further documents are required only if you are interested in participating in the double degree programme with the Otto von Guericke University Magdeburg (OvGU):**

**4. Documentation about previous internships in industry** (indicating the number of days/weeks and companies). The missing upload of the form leads to the exclusion from the ranking list for the Double Degree Programme.

### **Ranking lists**

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

The general ranking list includes all students who submitted the application for the master.

The second ranking list includes only the students who express their interest in attending the Double Degree Program with Otto von Guericke University Magdeburg (OVGU) through the application portal.

Students on the **waiting list** of the ranking for the double degree programme with Otto von Guericke University Magdeburg (OVGU) of the Early Bird Application will be inserted in the ranking list for the double degree programme of the Late Application (only for those who secured their admission; see chapter below), if there still are available places.

## **Securing your admission and enrolling**

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 15 December 2023.

**If you have gained your qualification abroad, you must certify that at the universities in the country where you gained your qualification, you can access to a study programme similar to that chosen at unibz. Therefore you must upload (if not uploaded upon application):**

- diploma of your qualification
- official translation of your diploma into Italian (translation is not necessary if it has been issued in German or English)

and one of the following:

- the Diploma supplement, where it must be indicated: that you have achieved at least 180 credit points (ECTS) and that the study title gives access to a Master course. In case of doubt, unibz reserves the right to request the Statement of comparability
- Statement of comparability of your qualification, issued by the Italian Information Centre on Academic Mobility and Equivalence (CIMEA), in the case the Diploma supplement is missing

**Please note** that if you do not possess a valid admission qualification, you could 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 Secretariat personally or via e-mail.

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

## Tuition fees

Fees amount to € 1351.50

- **1st instalment (€ 751.50)\*:** includes the provincial tax for the right to study of € 151.50 and

a revenue stamp of € 16.

- **2nd instalment** (€ 600): must be paid by 31 March 2023.

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: 04.11.2022

### 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