



## Master in Public Policies and Administration

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 (registration: 1-10/03/2023) and 13 - 14 and 17 - 18 - 19/04/2023 (registration: 23/03-03/04/2023)

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 - 13/10/2023 (by noon local time)

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

Application: 17/05 - 06/07/2023 (by noon local time)

Language exams: 26/06 - 01/07/2023 (registration: 17/05 - 18/06/2023)

Admission procedure and publication of ranking lists: by 27/07/2023

Payment of the 1st instalment of the tuition fees: by 03/08/2023 (by noon local time)

Enrolment: 27/07 - 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)

Mathematics pre-course: 25/09 - 06/10/2023

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 - 29/09/2023

## **Available places**

EU citizens and citizens given parity of treatment

Early Bird Application: 40

Late Application: 10

Non-EU citizens (living abroad)

Early Bird Application: 5

The programme will only be offered if a minimum of 15 newly enrolled students is reached.

## **Entry requirements**

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

1.a university degree (\*) in one of the following Italian degree classes or an equivalent qualification gained abroad:

- D. 270/04: Bachelor in the classes
  - L-14 Law Service Sciences
  - L-16 Administration and Organisation Sciences
  - L-18 Economics and Business Administration
  - L-20 Communication Sciences
  - L-33 Economics
  - L-36 Political Science and International Relations
  - L-37 Social Sciences for Cooperation, Development and Peace
  - L-40 Sociology
- D. 509/99: Bachelor in the classes
  - 02 Law Service Sciences
  - 14 Communication Sciences
  - 15 Political Science and International Relations
  - 17 Economics and Business Administration
  - 19 Administration sciences
  - 28 Economics
  - 31 Law Sciences
  - 35 Social Sciences for Cooperation, Development and Peace
  - 36 Sociology
- D. 270/04: Master in the classes
  - LM-56 Economic Sciences
  - LM-77 Economics and Business Sciences

LMG-01 Law

- D. 509/99: Master in the classes  
64/S Economic Sciences  
84/S Economics and Business Sciences  
22/S Law
- A final degree or university certificate from an Italian School of Law, Economics, Political Sciences or Sociology according to the regulation in force before M.D. 509/99.

(\* ) Italian citizens who have obtained their degree abroad must also have a secondary school leaving qualification.

or

2. a university degree in a different class to the ones listed above or an equivalent qualification gained abroad. **At least 6 credit points** must have been acquired in the law subject area and/or in the economic/entrepreneurial subject area.

Credit points from the following scientific-disciplinary areas are recognised:

### **Law**

- IUS/01 - Private Law
- IUS/02 - Comparative private law
- IUS/03 - Agricultural law
- IUS/04 - Commercial law
- IUS/05 - Economic law
- IUS/06 - Navigation law
- IUS/07 - Labour law
- IUS/08 - Constitutional law
- IUS/09 - Institutions of public law
- IUS/10 - Administrative law
- IUS/11 - Canonical and ecclesiastical law
- IUS/12 - Taxation law
- IUS/13 - International law
- IUS/14 - eu law
- IUS/15 - Civil procedural law
- IUS/16 - Criminal procedural law
- IUS/17 - Criminal law
- IUS/18 - Roman law and antique law
- IUS/19 - History of medieval and modern law
- IUS/20 - Philosophy of law
- IUS/21 - Comparative public law

### **Economics and Statistics**

- SECS-P/01 - Economics
- SECS-P/02 - Economic policy
- SECS-P/03 - Financial sciences
- SECS-P/04 - History of economic thought
- SECS-P/05 - Econometrics
- SECS-P/06 - Applied economy
- SECS-P/07 - Business administration

SECS-P/08 - Economics and business management  
SECS-P/09 - Business finance  
SECS-P/10 - Business organisation  
SECS-P/11 - Economics of financial intermediaries  
SECS-P/12 - Economic history  
SECS-P/13 - Merchandise sciences  
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 - Mathematics for economics  
ING-IND/35 - Economics managerial engineering

**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 15 December 2023.

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 languages are German, Italian and English. Therefore, the following language requirements apply, otherwise you will be excluded from the admission procedure:

**Entry level** (to gain admission)

1st language: C1

2nd language: B2

3rd language: no level required

A B1 level in the third language is the minimum requirement for taking curricular examinations in that specific language.

**Exit level** (to graduate)

1st language: C1

2nd language: C1

3rd language: B1

The levels of the Common European Framework of Reference apply.

Your first language is the language in which you have the highest level of proficiency (C1). Your third language is instead the language in which you are weaker (or in which you are an absolute beginner).

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”. The certification is mandatory for the first and second language, for the third language it is recommended (from B1 onwards).

- 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 German, Italian or English (recognised as C1) (Latin upper secondary schools: recognised as B2 in German and Italian).
2. **a bachelor or master degree** in Italian, German or 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.

Please note that you can only register for **C1 and B2 level exams** and only for one level per language (e.g. in the same exam session you can register for a C1 German and a B2 Italian exam, but not for a C1 and a B2 German exam).

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

### **Secondary schools in a foreign country/Bi- or multilingual schools**

If the foreign language proficiency levels (for German, Italian, or English) are explicitly indicated on the diploma of graduation according to the Common European Framework of Reference (i.e., B1, B2 or C1), and if all four language abilities (reading, listening, speaking, writing) have been assessed, then the indicated levels will be accepted as a proof of proficiency for the second and/or third language.

Please upload your school-leaving certificate to the application portal in the section “upload language certificates” under the respective language. The Language Centre will decide on its

recognition.

### Third language/Intensive language courses in September

If you have already acquired a language certificate in the third teaching language, please upload it to the portal. If you are not able to certify your language competence in the third language and you are admitted to unibz, you will have to take a placement test. You will receive further information about the test by e-mail. Based on the result of the placement test, you will be assigned to a certain learning path so that you will be able to reach level B1 as soon as possible.

If you are an absolute beginner in the third language, or if you have a level below B1, you may attend a three-week intensive language course during the pre-semester session in September in order to start the learning path.

The dates of the extensive courses are indicated in the “Deadlines” section. Beginner courses (A1) will be offered exclusively during the pre-semester intensive course session in September will no longer be offered during the academic year. Therefore, absolute beginners should start their learning path for the third language by attending the intensive courses in September.

There will be extensive courses (4 hours per week) during the semesters and intensive courses (8 hours per week) during the time between semesters.

The language courses offered by the Language Centre are **free of charge** and aim to help the students reach the level B1 in the third language after the first study year.

## 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. 70 points)**

- If you have already graduated: Final grade, given in xx/30
- If you have not graduated yet: The grade average of the passed university exams given in xx/30

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 10 points if you demonstrate a B2 level in the third language.

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

### **3. Prior knowledge**

**You will receive an additional maximum of 20 points** if you have completed or are in the process of completing one of the following degree classes, or if you have another equivalent recognised degree awarded abroad:

D.M. 270/04: Bachelor in the classes

- L-14 Law Service Sciences
- L-16 Administration and Organisation Sciences
- L-18 Economics and Business Administration
- L-33 Economics

D.M. 509/99: Bachelor in the classes

- n° 02 Law Service Sciences
- n° 17 Economics and Business Administration
- n° 19 Administration Sciences
- n° 28 Economics
- n° 31 Law Sciences

M.D. 270/04: Master in the classes

- LM-56 Economic Sciences
- LM-77 Economics and Business Sciences
- LMG/01 Law

M.D. 509/99: Master in the classes

- 64/S Economic Sciences
- 84/S Economics and Business Sciences
- 22/S Law

Or if you have obtained a degree or a university certificate according to the former study regulations (before M.D. 509/1999), considered equivalent to one of the classes listed above.

**As an alternative, you will receive up to a maximum of 5 points** if you have successfully attended one or more courses in disciplinary fields/scientific sectors coherent with the course offering of the subjects taught in this master programme (also at other universities). The 6 credit points required for admission to the master will not be considered.

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.

Courses included in the programme of the Master in Public Policies and Administration are not valid for the acquisition of the 6CPs required for admission.

Courses that have been taken into consideration in order to achieve the 6 CPs necessary to gain admission to the master programme cannot be recognised for a possible career abbreviation.

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

**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: If you have not graduated yet,** you must confirm that you have acquired at least 140 credit points (ECTS) in your course of origin. Please use the excel file available in the application portal.

**3. Optional language certificates** (see point 2 - Further language knowledge).

**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 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 **€ 1364**

- **1st instalment** (€ 764): includes the provincial tax for the right to study of € 164 and a revenue stamp of € 16.
- **2nd instalment** (€ 600): must be paid by 31 March 2024.

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: 13.03.2023

## Faculty of Economics and Management - Secretariat

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## Opening Hours

Mo, Wed: 10:00-12:00

Thu: 14:00-16:00

Tue, Fri: online only, 10:00 - 12:00

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