

STUDY CAREER - ADMISSION TITLE

GENERAL GUIDELINES

- Insert the information regarding your Bachelor Degree in the tab "ADMISSION TITLE (BACHELOR)"
- Insert all other university courses (e.g. from a Master Degree or from single courses) in the tab "OTHER UNIVERSITY COURSES".
- Save the file as surname-name.xls - obviously, using your name :-)
- Upload the .xls file (not a PDF version of it).

As additional help, the .zip you have downloaded also contains a PDF example of a filled form.

GUIDELINES FOR THE TAB "ADMISSION TITLE (BACHELOR)"

- Do not change the structure of the file, only add new rows if there is not enough space in a disciplinary area.
- INDICATE your AVERAGE MARK, as well as the minimum grade for passing an exam and the maximum grade for passing an exam;
- If you have a FINAL GRADE (e.g. "voto di laurea", GPA or CGPA) for your study course, you HAVE to indicate it, together with the minimum and maximum threshold.
- Insert ALL courses you took during the Bachelor
- Divide the courses by disciplinary area as indicated in the table, e.g. "AREA: COMPUTER SCIENCE", "AREA: MATHEMATICS"...
- If the course was taken at an Italian university, you have to indicate the SSD (settore scientifico-disciplinare)
- If two different grading scales are used in your degree course (e.g for theory and labs):
 - you must indicate them separately (Grading Scale 1, Grading Scale 2)
 - you must indicate which courses use which grading scale by adding "GS 1" or "GS 2" after the course name.
- In the list of courses use your local credits.

LAST NAME:	
FIRST NAME:	
NAME OF PREVIOUS BACHELOR COURSE:	<e.g. Bachelor in Computer Science>
CLASSE DI LAUREA FOR ITALIAN BACHELOR COURSES:	<e.g. L-31, L-8>
ENROLMENT DATE TO PREVIOUS BACHELOR COURSE:	<use the format DD/MM/YYYY, e.g. 01/10/2019>
STANDARD DURATION OF PREVIOUS BACHELOR COURSE:	<e.g. 3 years>
UNIVERSITY AWARDDING THE STUDY TITLE:	<e.g. Free University of Bozen-Bolzano>
TOWN AND COUNTRY OF THE UNIVERSITY:	<e.g. Bolzano, Italy>
WEBSITE OF THE UNIVERSITY:	<e.g. www.unibz.it>
WORKING EXPERIENCE (in months)	
Description (Type, Company, description)	
WORKING EXPERIENCE (in months)	
Description (Type, Company, description)	
WORKING EXPERIENCE (in months)	
Description (Type, Company, description)	

AVERAGE MARK
YOUR AVERAGE MARK:
<insert AVERAGE MARK here>
MINIMUM MARK for PASSING AN EXAM:
<insert MINIMUM MARK here>
MAXIMUM MARK for PASSING AN EXAM:
<insert MAXIMUM MARK here>

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