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 miniumum 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, toghether 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="" computer="" in="" science=""></e.g.>
CLASSE DI LAUREA FOR ITALIAN BACHELOR COURSES:	<e.g. l-31,="" l-8=""></e.g.>
ENROLMENT DATE TO PREVIOUS BACHELOR COURSE:	<use 01="" 10="" 2019="" dd="" e.g.="" format="" mm="" the="" yyyy,=""></use>
STANDARD DURATION OF PREVIOUS BACHELOR COURSE:	<e.g. 3="" years=""></e.g.>
UNIVERSITY AWARDING THE STUDY TITLE:	<e.g. bozen-bolzano="" free="" of="" university=""></e.g.>
TOWN AND COUNTRY OF THE UNIVERSITY:	<e.g. bolzano,="" italy=""></e.g.>
WEBSITE OF THE UNIVERSITY:	<e.g. www.unibz.it=""></e.g.>
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="" here="" mark=""></insert>	
MINIMUM MARK for PASSING AN EXAM:	
<insert here="" mark="" minimum=""></insert>	
MAXIMUM MARK for PASSING AN EXAM:	
<insert here="" mark="" maximum=""></insert>	

IF AVAILABLE: FINAL GRADE OF STUDY COURSE, GPA or CGPA
YOUR FINAL GRADE, GPA or CGPA:
<insert cgpa="" final="" gpa="" grade,="" here=""></insert>
MINIMUM FINAL GRADE, GPA / CGPA for PASSING:
<insert cgpa="" final="" gpa="" grade,="" here="" min=""></insert>
MAXIMUM POSSIBLE FINAL GRADE, GPA / CGPA:
<insert cgpa="" final="" gpa="" grade,="" here="" max=""></insert>

PASSED EXAMS						
Name of course - Original language	Name of course - English translation	Grade	Credits	SSD (Italy)		
DISCIPLINARY AREA: COMPUTER SCIENCE SSD OLD: INF/01, ING-INF/05 - SSD NEW: INF0-01/A, IINF-05/A						
SSD OLD: MAT/	DISCIPLINARY AREA: MATHEMATICS 01, MAT/03, MAT/05 - SSD NEW: MATH-01/A, MATH-03/A, MATH-05/A					
SSD SEDIMAN	SEPTIME OF SEPTIME OF A PARTY OF A					
DISCIPLINARY AREA: Other disciplines						

GRADING SCALE 1 (see GUIDELINES)		GRADING SCALE 2 (see GUIDELINES)	
MAXIMUM POSSIBLE GRADE:		MAXIMUM POSSIBLE GRADE:	
	<insert grade="" here="" max=""></insert>	<insert m<="" td=""><td>ax grade here</td></insert>	ax grade here
MINIMUM POSSIBLE GRADE:		MINIMUM POSSIBLE GRADE:	
	<insert grade="" here="" min=""></insert>		nin grade her
PASS GRADE:		PASS GRADE:	
	<insert grade="" here="" pass=""></insert>		iss grade her
FULL GRADING SCALE 1		FULL GRADING SCALE 2	
	des below>	ALL	grades belov