

Study Manifesto

# MASTER IN PUBLIC POLICIES AND ADMINISTRATION

2019/20 academic year

## Course outline

Faculty	Economics and Management (campus Bozen-Bolzano)
Degree class	LM-63
Length	2 years
Credit points	120 (based on the European Credit Transfer System)
Languages used in teaching	German, Italian, English
Admission title	See "Admission requirements"
Language requirements	Level C1 in one of the languages used in teaching, level B2 in a second language used in teaching
Study places	50 EU + 5 Non EU
Admission procedure	University degree evaluation and further language knowledge
Deadline for application	1st Session: 26 April 2019 noon 2nd Session: 11 July 2019 noon
Deadline for enrolment	11 October 2019 noon
Tuition fees	1347,50 Euro per year
Begin of language courses	9 September 2019
Classes start	30 September 2019

Subject to change

# MASTER IN PUBLIC POLICIES AND ADMINISTRATION

## Masters Course: LM-63

The aim of this two-year programme is to train you to become an individual with well-grounded knowledge in the areas of Economics, Law and Management, with a special focus on designing, implementing and evaluating policies of public sector institutions, as well as, their administrative processes.

The Master provides you with both the appropriate theoretical knowledge and the necessary methods to contribute to the policy making of public sector institutions, to implement appropriate administrative processes and to evaluate the effectiveness and efficiency of such policies.

The Master has two tracks:

- **Public Policies**  
This track allows a thorough and comprehensive understanding of the justifications, instruments and consequences of the policies of public sector institutions.
- **Public Administration**  
This track allows a thorough and comprehensive understanding of the implementation of the policies of public sector institutions from legal, administrative and organizational perspectives.

### Employment Prospects

Specialists in the areas of controlling and management of public administration and specialists in the area of law in public institutions;  
Specialists for managing the relationships with the public sector in private companies;  
Public policy analysts.

### Languages of Teaching

The languages of instruction are German, Italian and English. The courses are conducted in one of the three official languages, but instructors have the possibility to conduct parts of the lectures in the other two languages. The final exam, however, is conducted in the (single) official language of the course.

### Maximum Number of Students

For the academic 2019/20, the number of the study places is as follows:

	EU-Citizens (and equivalents)	Non-EU-Citizens (living abroad)
1 <sup>st</sup> Application Period	40	5
2 <sup>nd</sup> Application Period	10	0
<b>Total</b>	<b>50</b>	<b>5</b>

## STUDY PLAN

At the end of the first study year you will have to choose between the two curricula and communicate your choice to the Faculty Secretariat by the deadline established.

The workload for each credit point (CP) corresponds to 25 hours of work, of which between 13 and 19 hours are reserved for personal study or other individual training activities.

The language used in teaching each subject (Italian/German/English) will be announced at the beginning of the academic year.

You must have demonstrated proficiency in the official teaching language of the course at least at the B1 level of the Common European Framework of Reference in order to sit the relevant exam.

The calendar detailing lecture halls and lecture times can be found on the website <https://www.unibz.it/en/timetable/>.

<b>Study plan</b>		<b>CP</b>	
<b>1st year – same for all curricula</b>			
27400 Economics of the Public Sector		6	
27401 Economic Policy		6	
27402 Management and Organization in the Public Sector		6	
27403 Human Resource Management in the Public Sector		6	
27073 Accounting for the Public Sector		6	
27066 Statistics for the Public Sector	M-1 Introduction to Statistical Methods	6	12
	M-2 Economic Statistics	6	
27404 Public and Administrative Law	M-1 Theory and Laboratory of Public Law and Sources of Law	6	12
	M-2 Theory and Laboratory of Italian Administrative Law	6	
27405/27406/27407 Italian/German/English: Advanced Specialized Language Course You will have to pass 2 of the 3 offered Advanced Specialized Language exams but cannot choose the language in which you sat their final exam at secondary school. If you have obtained your secondary school leaving qualification at one of the trilingual secondary schools of the Ladin areas of South Tyrol, you must choose the language, besides English, in which you intend to sit the exams of the mandatory language courses. You have to communicate your option to the Faculty Secretariat by the deadline established. If you have obtained your secondary school leaving qualification in a language different from the three official teaching languages of unibz, you must choose the languages in which you intend to sit the exams of the mandatory language courses. You have to communicate your option to the Faculty Secretariat by the deadline established.			3 + 3
<b>2nd year - same for all curricula</b>			
27408 Management Information Systems in the Public Sector			3
Related Subjects: You have to choose one of the following: 27409 Topics in Public Economics 27410 European Union Law and policies 27411 Management and Organisation of Non-profits 27424 Sociology of the territory 27413 Finance of Regional and Local Administrations (Project Financing)			6
Free choice courses, provided that they are related to the degree (The Faculty Council decides every year which free choice courses will be offered).			12
27214 Internship			4
Final thesis			15
<b>Curriculum "Public Policy"</b>			
27414 Comparative Public Policy			8
Related Subjects: You have to choose two of the following: 27415 Management and Organization of Public Services 27416 Methods for Public Policies Evaluation 27417 Economics of Public Services 27418 Data Management			6 + 6
<b>Curriculum "Public Administration"</b>			
27419 Institutional Communication and Public Project Management			8
Related Subjects: You have to choose two of the following: 27420 Advanced Accounting for Public Sector 27421 Advanced Topics in Law for the Administration 27422 European Administrative Law 27423 Law of Regions and Autonomies			6 + 6

Although no prerequisites are formally required, professors reserve their right to suggest the courses to be attended before their own lectures.

## ADMISSION REQUIREMENTS

Admission to the Master requires the possession of one of the following qualifications:

- a) University degree (\*) in one of the following degree classes or another equivalent qualification gained in a foreign country:
1. ex M.D. 270/04: Bachelor in the degree 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
  2. ex M.D. 509/99: Bachelor in the degree classes  
n° 02 Law Service Sciences,  
n° 14 Communication Sciences,  
n° 15 Political Science and International Relations,  
n° 17 Economics and Business Administration,  
n° 19 Administration sciences,  
n° 28 Economics,  
n° 31 Law Sciences,  
n° 35 Social Sciences for Cooperation, Development and Peace,  
n° 36 Sociology
  3. ex M.D. 270/04: Master in the degree classes  
LM-56 Economic Sciences,  
LM-77 Economics and Business Sciences,  
LMG/01 Law
  4. ex M.D. 509/99: Master in the degree classes  
64/S Economic Sciences,  
84/S Economics and Business Sciences,  
22/S Law
  5. Final degree or university certificate from a School of Law, Economics, Political Sciences or Sociology following the study conditions valid before M.D. 509/99.

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

**Or**

- b) University degree in a different degree class to the ones listed above or another equivalent qualification gained in a foreign country as well as the possession of the following study credits in your personal study curriculum:
- at least 6 credit points in the law subject area and/or in the economic/entrepreneurial subject area.

The subjects contained in the subject areas mentioned above which will be considered as entry requirements for the Master are the following:

### **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 do not have one of these qualifications, you can apply if you have at least 140 credit points (ECTS) from the undergraduate degree (Bachelor) you are studying for. If you are going to achieve qualification according to letter b), you have to fulfil additionally the requirements according to letter b).

However, you must have achieved your degree by the enrolment deadline for the academic year in question, otherwise you will be excluded from the admission procedure.

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. **Suggestion:** 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 to the Rector and, only if there are study places still available, you can enrol by December 18, 2019.

Concurrent enrolment at several universities or in several courses at the same university is not allowed. Concurrent enrolment at universities and at higher education institutions for music and dance (e.g., music academy) is on the contrary allowed under specific conditions (Ministerial Decree 28.09.2011; get more information from the Student Secretariat).

## **LANGUAGE REQUIREMENTS FOR ADMISSION**

The official teaching languages are **Italian, German and English**, and the following language requirements apply:

<b>LANGUAGE</b>	<b>MINIMUM ENTRY LEVEL</b>	<b>MINIMUM EXIT LEVEL</b>
1st language	C1	C1
2nd language	B2	C1
3rd language	- - -	B1

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).

If you are not able to certify the above-indicated entry level, you cannot be admitted. In order to be admitted, no specific competences in the third language are required. A B1 level in the third language is required to sit exams in that language. In order to graduate you must reach the above mentioned exit levels.

The six levels of the Common European Framework of Reference are:  
A1-A2: Basic Users  
B1-B2: Independent Users  
C1-C2: Proficient Users.

## HOW TO DEMONSTRATE LANGUAGE PROFICIENCY

You must first log in to the Application Portal available at [www.unibz.it](http://www.unibz.it)

Once registered, you must:

- fill in the application form,
- upload your language certificates and/or enrol for the language exams offered by the Language Centre.

### PROFICIENCY REQUIRED FOR ADMISSION (FIRST AND SECOND LANGUAGE)

You can demonstrate language proficiency in the following ways:

- a) you declare, in the application portal, that Italian, German or English was the main teaching language in your final highschool year (corresponds to level C1).
  - o In case of Ladin upper secondary school: If your highschool was one of the trilingual secondary schools in the Ladin valleys of South Tyrol, this will be accepted as demonstrating proficiency in both German and Italian (corresponds to level B2 for both languages).
  - o In the event that the upper secondary school was in a foreign country: If the foreign language proficiency levels (for German, Italian, or English) obtained during the studies 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 can be used to certify the satisfaction of the University language requirements for the second and/or third language. In this case, we recommend that you upload your diploma under "language certificates" in the application portal, indicating the language and the level that you have achieved.
- b) you declare, in the application portal, to be awarded an undergraduate or postgraduate degree in Italian, German or English (corresponds to level C1).
  - o Unibz graduates must certify the language levels achieved by the end of their studies by uploading the relevant certificates and/or by declaring that they have passed language exams at the unibz Language Centre (B2, B2+ or C1);
- c) you upload, in the application portal, a recognized certificate (see <https://www.unibz.it/en/services/language-centre/study-in-three-languages/>) If you can't upload the certificates, you can send them by e-mail as PDF files or deliver them in person to the Language Centre. The certificates can be uploaded or forwarded during the following periods:
  - o **1 March - 26 April 2019**, 12.00 midday (for applicants of the 1<sup>st</sup> and 2<sup>nd</sup> session)
  - o **20 May - 11 July 2019**, 12.00 midday (for applicants of the 2<sup>nd</sup> session)
- d) you pass a language exam organised by the Language Centre of unibz. Enrolment for these exams is done online through the application form:
  - o **15-16 March 2019** during the Open Day (enrolment from 01.03. to 11.03.2019) (valid for the 1<sup>st</sup> and 2<sup>nd</sup> session)
  - o **11-12 April 2019** (enrolment from 22.03. to 07.04.2019) (valid for the 1<sup>st</sup> and 2<sup>nd</sup> session)
  - o **2-3 July 2019** (enrolment from 20.05. to 26.06.2019) (valid for the 2<sup>nd</sup> session only)

If necessary, the exam sessions in April and July will be extended by one day and then possibly take place on 13 April and 4 July.

**Please note:** it is not possible to register for the language exams outside the periods indicated above. If you start an application outside a registration period for the language exams, you must return to the portal during one of the periods indicated above in order to register for an exam.

### INFORMATION ABOUT THE LANGUAGE EXAMS OF THE LANGUAGE CENTRE OF UNIBZ

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/it/services/language-centre/language-exams/>. We advise that you carefully read all the information contained on that page.

Please note: In case your final title has been awarded by an Italian public establishment, certificates and diplomas must be substituted by self-declarations.

## FURTHER LANGUAGE PROFICIENCY (THIRD LANGUAGE)

If you have already acquired a certain level of language competence in the third language of tuition, i.e. your weakest language, we recommend to certify these competences as described above in letter c). If you are not able to certify your language competence in the third language of tuition and you are admitted to your studies at unibz you will have to take a placement test. You will receive an invitation to the test by e-mail. According to your actual level 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 your certifications or placement test results show 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 which aims to bring the student to the B1 level in the third language.

These courses will be offered from 9 through 27 September 2019 (3 weeks = 120 hours of lessons from Monday to Friday). There will be 6 hours of lessons per day plus 2 hours of additional linguistic activities. Besides this intensive course there will be various courses throughout the academic year and during the periods that are free of other lessons and exams.

**ATTENTION: Beginner courses (A1) will be offered exclusively during the pre-semester intensive course session in September. Beginner courses will not be offered during the academic year. For this reason, true beginners must begin their learning path for the third language during the September intensive course session.**

All of the language courses offered by the Language Centre are **free of charge** and aim to help the students reach the B1 level in the third language by the end of the first year of study (without which you may not take exams in that language):

Learning path	Starting from	Course modules				Hours of lessons
Learning path 1	A0	A1.1+A1.2	A2.1+A2.2	B1.1a+B1.1b	B1.2a+B1.2b	360
Learning path 2	A1	A2.1+A2.2	B1.1a+ B1.1b	B1.2a+B1.2b		280
Learning path 3	A2	B1.1a+ B1.1b	B1.2a+B1.2b			160

You will also need to reach the C1-level for your **second language** by the end of your studies, otherwise you won't be able to graduate. Also in this case the Language Centre will offer modular courses to help you reach the required level.

## ONLINE APPLICATION

Your application is submitted online through the Application Portal available at [www.unibz.it](http://www.unibz.it).

You need to create an account, fill in the form online and upload the documents required as an electronic file for every selected degree course. Through the Application Portal you can also upload your language certificates or register for the language exams.

**Please note:** Mendacious declarations will be penalised by criminal penalties and will result in the automatic exclusion from the ranking list.

## ATTACHMENTS

You should upload the required attachments for every selected degree course in the portal. In the portal, you can visualize the status of your application and your attachments with the help of colours (e.g. missing documents will be highlighted in red).

Evaluation can then only take place on the basis of the documents you have uploaded by the deadline.

You have to upload:

- a passport-size colour photo;
- a photocopy of a valid identity card or passport (front/back); attention: if your document is invalid, incomplete or unreadable, you will be excluded from the admission procedure.
- the attachments listed in the section entitled "Selection procedure".

If you have gained your qualification abroad, you must also upload:

- the diploma of your qualification: if you are not yet in possession of the diploma, you can upload it upon enrolment at the very latest - until you have not uploaded your diploma, you can only gain conditional admission;
- an official translation of the qualification into Italian (not necessary for qualifications in German or English);
- the Diploma supplement, where it must be indicated:

- that the student has 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 further documents (e.g. declaration of equivalent value);

- the declaration of equivalent value of your qualification, in the case the Diploma supplement is missing. If you are not yet in possession of the declaration, you can upload it upon enrolment at the very latest (see next paragraph);
- the valid permit to stay for Italy (only for non EU-citizens legally resident in Italy) – see below chapter “EU-citizens and equivalent” point 2.

### What is the declaration of equivalent value

If you have a qualification from abroad, you must certify that your qualification would grant you entry to a similar university course in the country where you achieved this qualification.

For that reason you must:

- apply for the “dichiarazione di valore” (declaration of equivalent value) at the Italian consulate or embassy abroad (please apply for the declaration as soon as possible since it can often require long processing times);
- upload the declaration upon enrolment at the very latest, together with the other relevant documents.

## EU-CITIZENS AND EQUIVALENT

Within an application session 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.

Please proceed in this way:

- Fill in the application form correctly and submit it by the deadline. Filled-in forms which have not been sent correctly will not be taken into consideration;
- Once the application has been sent, it cannot be modified.

### They are considered as equivalent:

1. Citizens from Norway, Iceland, Liechtenstein, Switzerland, San Marino and Vatican;
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**” 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 sufficient. If the permit deadline has expired, you must attach a renewal request. **NB:** if you do not provide the permit for one reason or another, you will be automatically considered a non-EU citizen living abroad and therefore subject to the admission procedure through the Italian authorities acting in your country of origin.

Deadlines	Begin	End (term of exclusion)
1 <sup>st</sup> session	1 March 2019	26 April 2019, 12:00 noon
2 <sup>nd</sup> session	20 May 2019	11 July 2019, 12:00 noon

## NON-EU-CITIZENS (RESIDENT OUTSIDE OF ITALY)

Only one application session is offered. After the deadline it is not possible to apply anymore.

Please note: You can apply for one study programme only!

In the event of a second application, only the first one will be considered.

Please proceed in this way:

- Fill in the application form correctly and submit it by the deadline. Filled-in forms which have not been sent correctly will not be taken into consideration;
- Once the application has been sent, it cannot be modified.

Deadlines	Begin	End (term of exclusion)
Application session	1 March 2019	26 April 2019, 12:00 noon

You will also have to **apply at the Italian authorities** (consulate or embassy) in your country. The deadlines set by the Italian Ministry of Education, Universities and Research (<http://www.studiare-in-italia.it/studentistranieri/>) must be respected. Should you not follow this procedure with your local Italian consulate, the application delivered direct to the University will be declared null and void.



## SELECTION PROCEDURE

In addition to language certification and admission requirements, you must go through a selection procedure in order to get admission to the course.

The following criteria are applied to obtain the final score:

**a) Grade point average (max. 80 points)**

*concluded studies:* Final mark, given in xx/30

*not concluded studies:* The grade point average of the passed university exams given in xx/30

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

**b) Further language knowledge**

Applicants who can certify a B2 level language knowledge in the third language will be awarded **2 points**.

To define the first/third language please see paragraph "Language requirements for admission".

To get additional points, language certificates recognized by the Language Center of unibz will be taken into consideration as well as language exams taken in the Language Center provided that the requested level is offered.

**c) Disciplinary skills**

1.) Applicants who obtained their Bachelor or are now in the course of obtaining their Bachelor in one of the following degree classes or have another degree obtained in a foreign country which has been declared suitable will be awarded **a maximum of 18 points:**

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

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

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

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

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

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

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

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

**or in possession of the following requisites:**

Final degree or university certificate following the study conditions valid before D.M. 509/99 and values as equivalent with one of the degree classes mentioned above.

2. Alternatively to what is mentioned in point 1) **up to a maximum of 5 points** can be recognised for candidates who have passed exams in one or more courses in their previous study career that are equivalent to courses in the study plan of this Master Programme. However, the courses that had been taken into consideration in order to achieve the 6 CP necessary to enter the Master Programme cannot be recognised for the above mentioned points.

In the event of equal scores, the applicant who has the higher final mark for his/her degree (if already awarded) will have priority. If the applicant has not yet been awarded his/her degree, the higher grade point average of the passed exams will be taken into consideration. If scores are still equal, the younger applicant will have priority.

Applicants who still need to graduate and/or certificate the remaining exams they have to sit, are provisionally admitted in the ranking lists.

### In the application portal, you must upload:

➤ the *previous degree*:

#### **prospective students who already obtained the required degree must upload in the application portal:**

- if graduated in Italy: diploma supplement or substitute-declaration (following the Italian D.P.R. nr. 445/2000) of the degree awarded, final mark, exams passed as well as the marks, the date in which the exams were passed and the credit points as well as the subject areas and the hours of teaching;
- if graduated abroad: diploma supplement or final degree certificate issued by the foreign university (to be translated into English if it is written in a language which is not Italian, German or English) detailing the final mark, exams passed as well as the marks, the date in which the exams were passed and the credit points as well as the hours of teaching. A description of the contents of the single courses must also be attached; it is advisable to attach the declaration of value or a document written by the university itself with the indication of the lowest mark needed in order to achieve the degree as well as the highest mark obtainable;

#### **prospective students who have not yet obtained the required degree must attest that they have acquired at least 140 credit points (ECTS), as established in the didactic regulation of their course of origin, by uploading in the application portal:**

- for Italian universities: substitute-declaration (following the Italian D.P.R. nr. 445/2000) of the exams passed as well as the marks, the date in which the exams were passed and the credit points as well as the subject areas and the hours of teaching;
- for foreign universities: a certificate (to be translated into English if it is written in a language which is not Italian, German or English) issued by the foreign university containing the list of exams sat as well as the marks, the date in which the exams were passed and the credit points as well as the hours of teaching. A document issued by the university containing the scale of the marks used as well as the contents of the single courses has to be presented as well.

Furthermore a form has to be downloaded from the following link:

<https://www.unibz.it/assets/Documents/Applicants/unibz-econ-tab-exams-masters.xls>. This should be filled in and uploaded in the portal as an *Excel file*.

Please note: Mendacious declarations will be penalised by criminal penalties and will result in the automatic exclusion from the ranking list.

➤ optionally language certificates as described in point b) under the analogous menu point.

### **ADMISSION RANKING LISTS**

The Selection Committee will only evaluate the documentation uploaded in the portal by the application deadline and two admission ranking lists will be drawn up: one for EU citizens (and citizens of other countries who enjoy parity of treatment) and one for non-EU citizens resident abroad.

The ranking lists will be published on the website <https://www.unibz.it/en/applicants/ranking-lists/> and are only valid for the academic year for which they have been drawn up. Publication:

For the first application session, likely by 17 May 2019.

For the second application session, likely by 30 July 2019.

### **CONFIRMATION OF STUDY PLACE AND ENROLMENT**

If you have been admitted to more than one degree course, you can only confirm a study place in one of them. With this confirmation you refrain from the admission to the other degree courses and lose the right to move up in the other ranking lists.

For enrolment you need to:

1. **pay the first instalment of university fees** (747,50 €)
2. **in the application portal**, choose the course and upload **the payment receipt** (to confirm your study place). Please note that payment will only be accepted once the receipt has been uploaded in the portal - it is not enough just to make the payment, otherwise you will lose your study place!

Deadline for applicants of Session I	<b>27 May 2019, 12:00 noon</b>
Deadline for applicants of Session II	<b>8 August 2019, 12:00 noon</b>

If you do not respect this deadline, you will automatically lose your study place, which will be offered to the subsequent applicant in the ranking list.

For EU citizens and equivalent only: If not all study places of Session I are occupied, any free places will be assigned in Session II.

Please note that payment does not allow you to receive student status, which will be acquired upon enrolment.

If you have a confirmed study place, there will be no refund of the university fees unless, in the event of non-EU applicants resident abroad, you do not receive the necessary documents from the Italian authorities in your country.

**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. Suggestion: 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 to the Rector and, only if there are study places still available, you can enrol by December 18, 2019.

**3. in the application portal, enrol online**

<b>Deadlines</b>	<b>Begin</b>	<b>End</b>
for applicants of Session I	15 July	<b>11 October 2019, 12:00 noon</b>
for applicants of Session II	30 July	<b>11 October 2019, 12:00 noon</b>

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

If you do not respect the deadline for enrolment, you will lose your study place, which will be offered to the subsequent applicant in the ranking list.

<b>If you have gained your qualification abroad you must upload (if not uploaded upon application):</b>
<ul style="list-style-type: none"><li>• diploma of your qualification</li></ul>
<ul style="list-style-type: none"><li>• official translation of your diploma into Italian (translation is not necessary if the certificates have been issued in German or English)</li></ul>
<ul style="list-style-type: none"><li>• the Diploma supplement, where it must be indicated:<ul style="list-style-type: none"><li>• that the student has achieved at least 180 credit points (ECTS) and</li><li>• that the study title gives access to a Master course.</li></ul>In case of doubt, unibz reserves the right to request further documents (e.g. declaration of equivalent value).</li></ul>
<ul style="list-style-type: none"><li>• the declaration of equivalent value of the applicants qualification, in the case the Diploma supplement is missing.</li></ul>

At the beginning of the academic year you have to submit the originals of the above mentioned documents to the Student Secretariat.

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

<b>If you are a non-EU citizen resident abroad:</b>
If you are able to be admitted to the admission procedure of the course you applied for (check the admission ranking lists), the Italian Authorities in your own country will issue you with the entry visa for studies/university: this will allow you to arrive in Italy to sit any entrance tests you have to take, and to enrol for the course that you have applied for, after passing the selection procedure.
According to Italian law, within 8 working days of your arrival in Italy, you must have applied for the permit to stay: as soon as you arrive you should go to the Advisory Service and you will be given the necessary information for starting this procedure.
Once you will obtain your permit of stay for Italy (permesso di soggiorno), you have to deliver it to the Student Secretariat personally or via e-mail.

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

## TUITION FEES

Enrolment taxes and fees for the 2019/20 academic year amount to **1.347,50 €**.

- **1<sup>st</sup> instalment** (747,50 €)\*: includes the provincial tax for the right to study of 147,50 € and a revenue stamp of 16 €.
- **2<sup>nd</sup> instalment** (600 €): must be paid by 31 March 2020.

The first instalment must be paid in order to enrol.

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

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

Exemption from the University 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 presented at the beginning of the academic year.
- Foreign students who have been granted a scholarship from the Italian government.

Entitled to receive a refund of the tuition fees are those students who benefit from a scholarship granted by the Autonomous Province of Bozen-Bolzano (see below).

## RECOGNITION OF CREDIT POINTS

After enrolment, you can apply for recognition of the credit points gained at the end of your previous university studies, if they are compatible with the subjects offered.

You can fill out the online application using Cockpit (Intranet for students, access will be possible only after enrolment).

The Degree Council will evaluate the application and the credit points - if recognised - will be inserted in your student's career.

Further information are available in the Faculty Secretariat.

## ADVISORY SERVICE

The Advisory Service informs you about the faculties and the study programmes and provides support regarding your choice of study at the InfoPoints in Bozen-Bolzano and Brixen-Bressanone (by appointment). In many cases, a simple ring or an email is enough to get the requested information. Addresses and telephone numbers can be found on the last page of this Manifesto.

## STUDENTS WITH DISABILITIES OR LEARNING DISORDERS

Students with disabilities:

- Support during the Advisory Service will arrange the support according to your needs so that you can sit the admission exams without difficulty. You must therefore submit a certificate of disability to the Advisory Service, Piazza Università 1 – Bozen-Bolzano, either in person by appointment, or via e-mail to [study@unibz.it](mailto:study@unibz.it) or via fax ([+39 0471 012109](tel:+390471012109)), by the application deadline.
- Support while you study: please contact the Advisory Service to discuss any further support you may need throughout your time at the University.
- Exemption from tuition fees: please read the paragraph entitled "Tuition Fees".

Students with learning disorders (law n.170/2010):

- Support during the admission procedure: you are entitled to receive 30% extra time for written entrance examinations. You need to submit an evaluation that documents your learning disorder (diagnosis) in a timely manner before any language or admission exams and no later than the application deadline to the Advisory Service, Piazza Università 1 – Bozen-Bolzano, either in person by appointment, or via e-mail to [study@unibz.it](mailto:study@unibz.it) or via fax ([+39 0471 012109](tel:+390471012109)), by the application deadline. The certification provided must have been issued by an institution recognised by your national health service and the diagnosis submitted cannot be accepted if it is more than 3 years old.
- Support while you study: please contact the Advisory Service to discuss any further support you may need throughout your time at the University.

Other forms of support are offered by the School and University Welfare Office of the Autonomous Province of Bozen-Bolzano (address and other details can be found on the last page).

## **STUDY GRANTS AND STUDENT ACCOMMODATION**

The School and University Welfare Office of the Autonomous Province of Bozen-Bolzano (Amt für Hochschulförderung - Ufficio per il Diritto allo Studio universitario) can be contacted for:

- **Accommodation in Bozen-Bolzano, Brixen-Bressanone and Bruneck-Brunico:** you can apply **from mid/end of May 2019**. For information on the exact date and time, please refer to the website of the School and University Welfare Office at <http://www.provincia.bz.it/diritto-allo-studio>. The assignment of accommodation in student hostels follows a first-come, first-served policy. You can find further information on the same website from mid-April;
- **Study grants:** For further information, please contact the above-mentioned office, the "Südtiroler HochschülerInnenschaft" (sh.asus) or the Movimento Universitario Altoatesino (MUA). MUA and sh.asus also offer a support service for filling in applications. Students from non-EU countries will be eligible for these study grants only after one year of regular residence in South Tyrol;
- **Refund of the provincial tax.**

Addresses and telephone contacts are indicated on the last page of this Manifesto.

# 2019/20 ACADEMIC CALENDAR

## 1st session

Application	01.03. - 26.04.2019
Language tests	11. - 13.04.2019 (enrolment by: 05.04.2019)
Selection procedure and publication of ranking lists	by 17.05.2019
Payment of the 1st instalment of the fees	by 27.05.2019
Enrolment	15.07. - 11.10.2019*

## 2nd session

Application	20.05. - 11.07.2019
Language tests	02. - 04.07.2019 (enrolment by: 24.06.2019)
Selection procedure and publication of ranking lists	by 30.07.2019
Payment of the 1st instalment of the fees	by 08.08.2019
Enrolment	30.07. - 11.10.2019

## Pre-semester

Preparatory Course "Mathematics for Economists" (facultative)	26.08. - 07.09.2019
Intensive language courses	09. - 27.09.2019
Infodays for Freshers	30.09. - 01.10.2019

## 1st semester

Classes	30.09. - 21.12.19
Exams (extraordinary session)	12.-21.12.2019
Christmas holidays	24.12.2019 - 06.01.2020
Classes	07.01. - 18.01.2020
Exams	20.01. - 08.02.2020 (1st study year) 20.01. - 15.02.2020 (years after the first study year)

## 2nd semester

Classes	24.02. - 09.04.2020
Easter holidays	10.04. - 13.04.2020
Classes	14.04. - 13.06.2020
Exams (extraordinary session)	18. - 30.05.2020
Exams	15.06. - 11.07.2020

## Autumn session

	24.08. – 12.09.2020 (1st study year)
Exams	24.08. - 26.09.2020 (years after the first study year)

## Exams

Ordinary session: mandatory for all Faculties.

Extraordinary session: can be offered by the Faculty arbitrarily, also exclusively for determinate degree courses or exams.

\* 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. Suggestion: 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 to the Rector and, only if there are study places still available, you can enrol by December 18, 2019.

## FOR FURTHER INFORMATION

WHO?	WHAT?	WHERE?	WHEN?
<b>Advisory Service</b> Tel. +39 0471 012 100 <a href="mailto:study@unibz.it">study@unibz.it</a>	General information and course guidance, foreign students and students with disability, accommodation	Bozen-Bolzano: Universitätsplatz/Piazza Università 1 Building A – 1 <sup>st</sup> floor Office A1.01 Infopoint	Tue + Thu 14:00 - 16:00  Wed + Fri 10:00 - 12:30
<b>Student Secretariat</b> Tel. +39 0471 012 200 <a href="mailto:studsec@unibz.it">studsec@unibz.it</a>	Online application, enrolment, tuition fees	Bozen-Bolzano Universitätsplatz/Piazza Università 1 Building B – 1 <sup>st</sup> floor Office B1.10	Mon + Wed + Fri 10:00 - 12:00  Tue + Thu 14:00 - 16:00
<b>Faculty of Economics and Management</b> Tel. +39 0471 013 000 <a href="mailto:schoolofeconomics@unibz.it">schoolofeconomics@unibz.it</a>	Admission procedure, ranking lists, didactics	Bozen-Bolzano Universitätsplatz/Piazza Università 1 Building E – 4 <sup>th</sup> floor Infopoint	Mon 14:00 - 16:00  Tue 10:00 - 12:00  Thu 10:00 - 12:00 / 14:00 - 16:00  Fri 10:00 - 12:00
<b>Language Centre</b> Tel. +39 0471 012 400 <a href="mailto:language.centre@unibz.it">language.centre@unibz.it</a>	Online upload of language certificates, enrolment to language assessment tests, language courses	Bozen-Bolzano: Universitätsplatz/Piazza Università 1 Building A – 1 <sup>st</sup> floor Office A1.01 Infopoint	Tue + Thu 14:00 - 16:00  Wed + Fri 10:00 - 12:30
<b>Amt für Hochschulförderung / Ufficio per il Diritto allo Studio universitario</b> Office for School and University Assistance Tel. +39 0471 412 941/ 412 927 <a href="mailto:hochschulfoerderung@provinz.bz.it">hochschulfoerderung@provinz.bz.it</a>	Grants, accommodation in student halls	Bozen-Bolzano Andreas-Hofer-Straße/Via Andreas Hofer 18 2 <sup>nd</sup> floor Office 213, 216 (Grants) Office 214 (Student halls)	Mon + Tue + Wed + Fri 09:00 - 12:00  Thu 08:30 - 13:00 / 14:00 - 17:30
<b>South Tyrolean student association (sh.asus)</b> Tel. +39 0471 974 614 <a href="mailto:bz@asus.sh">bz@asus.sh</a>	General information, support in filling out the application forms for grants	Bozen-Bolzano Kapuzinergasse/Via dei Cappuccini 2 Ground floor	Mon - Thu 09:00 - 12:30 / 14:00 - 17:00  Fri 09:00 - 12:30