

Study Manifesto

# MASTER IN ACCOUNTING AND FINANCE

2018/19 academic year

## Course outline

|                            |   |
|----------------------------|---|
| Faculty                    | Economics and Management (campus Bozen-Bolzano)   |
| Degree class               | LM-77   |
| 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               | 45 EU + 5 Non EU  |
| Admission procedure        | Evaluation University degree, GMAT result and further language knowledge                          |
| Deadline for application   | 1st Session: 27 April 2018 noon<br>2nd Session: 18 July 2018 noon                                 |
| Deadline for enrolment     | 12 October 2018 noon  |
| Tuition fees               | 1345,50 Euro per year   |
| Begin of language courses  | 10 September 2018   |
| Classes start              | 1 October 2018  |

Subject to change

Subject to approval of the Ministry

The study programme will only be offered upon reaching the minimum number of 6 enrolled students.

# THE MASTER PROGRAMME

## Master in Accounting and Finance Master class: LM-77

Graduates of this two-year programme will have solid skills and will be able to decide in dynamic competitive fields, which are characterized by technological performance (Internet of Things, Big Data, Artificial Intelligence) transforming business models of enterprises, public administration and job profiles.

In particular, this study programme provides students with the theoretical knowledge and the tools for quantitative analysis needed in order to analyse the administration and finance of private and public companies as well as the management and function of intermediaries and financial markets. The specific objectives are to offer an integrated system of knowledge of the problems concerning enterprises-economics-law-finance, which help the graduates to understand and analyse decisional situations which will occur in the governance of firms and intermediaries, as well as financial markets in the coming 20 years.

### Subjects taught

The multidisciplinary nature of this master finds application in the selection of problems that are analysed during the lectures in disciplines such as Business Studies, Economics, Law, Finance, Statistics and Mathematics. The aim is to provide students with a system of integrated knowledge and methodological tools, which are coherent with the context of firms and financial markets from an intercultural point of view with constant reference to a European and international context.

A mandatory internship is required.

### Career opportunities

Depending on the chosen curriculum the student will have the possibility to develop:

- Specific knowledge of the topics concerning Accounting and Finance characterizing the professional job profile of professional accountants and auditors;
- Specific knowledge of the topics concerning Accounting and Finance which characterize the job profile of the Chief Financial Officer (CFO), the Administrative head, the Controller, the Internal Auditor and the Management Consultant;
- Specific knowledge concerning the topics of Accounting and Finance that characterize the profession of the Financial Analyst, the Portfolio-Manager and the Risk-Manager.

### Teaching languages

The languages of instructions are German, Italian and English. Each course is taught in just one of the three official languages although the lecturer reserves the right to use the other two languages for specific parts of the course. However, the exam will only be offered in the official language of the course.

### Fixed intake

The available study places for the 2018/2019 academic year are:

|                         | EU citizens<br>(and citizens given parity of<br>treatment) | non-EU citizens<br>(living abroad) |
|-------------------------|--|------------------------------------|
| 1 <sup>st</sup> session | 33   | 5                                  |
| 2 <sup>nd</sup> session | 12   | 0                                  |
| <b>Total</b>            | <b>45</b>  | <b>5</b>                           |

## STUDY PLAN

There are 15 subjects accounting for 87 credit points (CP). There are further 33 credit points assigned to the following activities:

- 12 CP for free choice courses, provided that they are related to the study plan (\*)
- 15 CP for the final degree thesis
- 6 CP for a compulsory internship

(\*) The Faculty Council decides every year which free choice courses will be offered by the Faculty.

The workload is set at 25 hours per academic credit point (CP).

The amount of time available to the students for personal studies and other individual training activities varies between 13 and 19 hours per credit point (CP).

The Faculty Council decides every year the share of the total time devoted to educational activities, based on the specific educational needs of individual learning activities.

The minimum number of hours necessary for individual study and other educational activities according to art. 5, 2<sup>nd</sup> paragraph of DM 16.3.2007 should also be taken into consideration.

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

Students must demonstrate proficiency in the official teaching language of the course at least at the B1 level of the Common European Framework of Reference for Languages in order to sit the relevant exam.

Teaching takes place on the main premises of unibz, at the Faculty of Economics and Management in Universitätsplatz/Piazza Università 1, Bozen-Bolzano. The timetable detailing lecture halls and lecture times can be found on the website <https://www.unibz.it/en/timetable/>.

The first study year is the same for all curricula.

At the end of the first study year, students have to choose one of the three curricula. They have to communicate their choice to the Faculty Administration by the deadline established.

| <b>Study plan</b>  |                          | <b>CP</b> |
|--|--------------------------|-----------|
| <b>1st year – same for all curricula</b>   |                          |           |
| 25420 Economics for Accounting and Finance (modular)                               | M-1 Microeconomics       | 6         |
|  | M-2 Industrial Economics | 6         |
| 25408 Applied Statistics for Accounting and Finance                                |                          | 6         |
| 25402 Advanced Accounting  |                          | 6         |
| 25400 Advanced Financial Statement Analysis  |                          | 6         |
| 25418 Data Analytics, Big Data and Blockchain                                      |                          | 3         |
| 25425 Financial Mathematics  |                          | 6         |
| 25401 Advanced Corporate Finance   |                          | 9         |
| 25404 Advanced Business Law  |                          | 6         |
| <b>2nd year – curriculum PROFESSIONAL ACCOUNTING AND AUDITING</b>                  |                          |           |
| 25403 Advanced Auditing  |                          | 6         |
| 25406 Advanced Taxation Law  |                          | 6         |
| 25414 Corporate Bankruptcy and Reorganization (curr. CPA)                          |                          | 6         |
| 25431 Lab in CPA exam  |                          | 6         |
| 25438 English: Advanced Specialized Language Course for Accounting and Finance (*) |                          | 3         |
| 25439 German: Advanced Specialized Language Course for Accounting and Finance (*)  |                          | 3         |
| 25440 Italian: Advanced Specialized Language Course for Accounting and Finance (*) |                          | 3         |
| 25429 Internship   |                          | 6         |
| <b>A) Related Subjects</b>   |                          |           |
| 25428 International Contract Law   |                          | 6         |
| 25416 Corporate Restructuring, M&A (curr. CPA)                                     |                          | 6         |
| 25422 Family Business Management   |                          | 6         |
| 25405 Advanced Strategic Management (curr. CPA)                                    |                          | 6         |
| 25413 Change Management  |                          | 6         |
| 25433 Measuring and Driving Corporate Performance (curr. CPA)                      |                          | 6         |
| 25435 Modeling Financial statement (curr. CPA)                                     |                          | 6         |
| 25415 Corporate Governance   |                          | 6         |
| 25410 Banking and Financial Law  |                          |           |

Students choose one from the listed related subjects worth 6 CPs.

|  |  |   |
|--|--|---|
| <b>2nd year – curriculum BUSINESS ADMINISTRATION AND CONSULTING</b>                |  |   |
| 25434 Measuring and Driving Corporate Performance (curr. BAC)                      |  | 6 |
| 25436 Modeling Financial statement   |  | 6 |
| 25441 Advanced Strategic Management (curr. BAC)                                    |  | 6 |
| 25430 Lab in Advanced Communication in Business                                    |  | 6 |
| 25438 English: Advanced Specialized Language Course for Accounting and Finance (*) |  | 3 |
| 25439 German: Advanced Specialized Language Course for Accounting and Finance (*)  |  | 3 |
| 25440 Italian: Advanced Specialized Language Course for Accounting and Finance (*) |  | 3 |
| 25429 Internship   |  | 6 |
| <b>A) Related Subjects</b>   |  |   |
| 25442 Corporate Bankruptcy and Reorganization (curr. BAC)                          |  | 6 |
| 25422 Family Business Management   |  | 6 |
| 25413 Change Management  |  | 6 |

|  |   |
|--|---|
| 25416 Corporate Restructuring, M&A (curr. BAC) | 6 |
| 25415 Corporate governance                     | 6 |
| 25428 International Contract Law               | 6 |
| 25410 Banking and Financial Law                | 6 |

Students choose one from the listed related subjects worth 6 CPs.

| <b>2nd year – curriculum FINANCE AND FINANCIAL MARKETS</b>                         |   |
|--|---|
| 25417 Corporate Restructuring, M&A (curr. FIN)                                     | 6 |
| 25437 Risk Management and Derivatives  | 6 |
| 25423 Financial Econometrics   | 6 |
| 25432 Lab in Financial Trading   | 6 |
| 25438 English: Advanced Specialized Language Course for Accounting and Finance (*) | 3 |
| 25439 German: Advanced Specialized Language Course for Accounting and Finance (*)  |   |
| 25440 Italian: Advanced Specialized Language Course for Accounting and Finance (*) | 3 |
| 25429 Internship   | 6 |

| <b>A) Related Subjects</b>   | <b>CP</b> |
|--|-----------|
| 25410 Banking and Financial Law                                    | 6         |
| 25421 Entrepreneurial Finance and Venture Capital                  | 6         |
| 25407 AI and Financial Decision Making                             | 6         |
| 25415 Corporate governance   | 6         |
| 25409 Asset Management and Performance Analysis                    | 6         |
| 25411 Banking Business Models                                      | 6         |
| 25424 Financial Engineering and quantitative investment strategies | 6         |

Students choose one from the listed related subjects worth 6 CPs.

(\*) Students will have to pass 2 of the 3 offered Advanced Specialist Language exams without being allowed to choose the language in which they did their High School Degree.

Students who obtained their secondary school leaving qualification at one of the trilingual secondary schools of the Ladin areas of South Tyrol must choose the language, besides English, in which they intend to sit the exams of the mandatory language courses. They have to communicate their option to the Faculty Administration by the deadline established.

Students who obtained their secondary school leaving qualification in a language different from the three official teaching languages of unibz must choose the languages in which they intend to sit the exams of the mandatory language courses. They have to communicate their option to the Faculty Administration by the deadline established.

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-18 Economics and Business Administration,  
L-33 Economics,
  2. ex M.D. 509/99: Bachelor in the degree classes  
n° 17 Economics and Business Administration,  
n° 28 Economic Sciences,
  3. Final degree or university certificate from a School of Economics following the study conditions valid before the M.D. 509/99.

(\*) *Italian citizen 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 possession of 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 15 credit points in one or more of the following scientific-disciplinary sectors:

- SECS-P/07 - Accounting
- SECS-P/08 - Business Administration
- SECS-P/09 - Managerial Finance
- SECS-P/11 – Economics and Management of Financial Intermediary
- ING-IND/35 - Industrial Engineering

Candidates belonging to the second application session who did not reach the needed CPs in time have the possibility to enroll to unibz as external students and sit the following exams:

27320 Accounting (prer.LM77AF) – 8 CPs secs-p/07

27321 Finanza (prer.LM77AF) – 7 CPs secs-p/09

The exams are scheduled to take place on June 25, 2018.

The cost of the enrolment is € 200 for each single exam.

You can enroll as external student through the following link: <https://www.unibz.it/it/applicants/single-subject-courses/> and hand in the requested documents in the student secretariat. You will get an account in order to be enabled to enroll by yourself to the mentioned exams online within the deadline of June 19, 2018.

In order to obtain the texts needed for the preparation to the exams, interested candidates can contact the secretary of the Master (elena.borile@unibz.it).

**The self-declaration about the passed exams has to be uploaded in the application portal before the end of the application deadline (see section "Online Application").**

If you do not have one of these qualifications, you can apply if you have at least 150 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 14, 2018.

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:

| LANGUAGE     | MINIMUM ENTRY LEVEL | MINIMUM EXIT LEVEL |
|--------------|---------------------|--------------------|
| 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 can:

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

## 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). 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);
- b) you declare, in the application portal, to be awarded an undergraduate or postgraduate degree in Italian, German or English. Unibz graduates who matriculated starting from the 2011/12 academic year must refer to the exit language requirements established by the degree course they have attended;
- 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 - 27 April 2018**, 12.00 midday (for applicants of the 1<sup>st</sup> and 2<sup>nd</sup> session)
  - o **17 May - 18 July 2018**, 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 **11-12 April 2018** (enrolment from 01.03. to 05.04.2018) (valid for the 1<sup>st</sup> and 2<sup>nd</sup> session)
  - o **27-28 June 2018** (enrolment from 17.05. to 21.06.2018) (valid for the 2<sup>nd</sup> session only)

If necessary, the exam sessions in April and June will be extended by one day and then possibly take place on 13 April and 29 June.

Further 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/>

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)

In the event that a student admitted to a degree course lacks certification of his or her proficiency in the third language, the student must complete a placement test, following the instructions which will be sent by email.

If you are an absolute beginner in the third language, or if your certifications or placement test results show a level below B2, 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 B2 level in the third language.

These courses will be offered from 10 through 29 September 2018 (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

Evaluation can then only take place on the basis of the documents you have uploaded by the deadline. If your application is incomplete, you will be excluded from the admission procedure.

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".

Applicants with a qualification gained abroad must also upload:

- the diploma of their qualification: those not yet in possession of the diploma can upload it upon enrolment at the very latest - until you have 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 the applicants qualification, in the case the Diploma supplement is missing. Those not yet in possession of the declaration 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 (the declaration must be applied for 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;
- Within the same session you can apply only once for the same study programme. 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.

### 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, a renewal request must also be attached. **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.

| <b>Deadlines</b>        | <b>Begin</b> | <b>End (term of exclusion)</b> |
|-------------------------|--------------|--------------------------------|
| 1 <sup>st</sup> session | 1 March 2018 | 27 April 2018, 12:00 noon      |
| 2 <sup>nd</sup> session | 17 May 2018  | 18 July 2018, 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.

| <b>Deadlines</b>    | <b>Begin</b> | <b>End (term of exclusion)</b> |
|---------------------|--------------|--------------------------------|
| Application session | 1 March 2018 | 27 April 2018, 12:00 noon      |

**Once you have gained admission at unibz**, you will 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/studenti stranieri/>) 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, the students are evaluated on basis of the following criteria:

### **1. Applicants with a bachelor („laurea“) corresponding to the MD 270/04 in the scientific class L-18 or L-33 or any equivalent Italian degree of previous systems or any equivalent foreign degree :**

- a) Grade average** (max. 70 points). percentage: 70%
  - graduated: Final mark
  - not yet graduated: The grade average of the passed university examsIn the case of a bachelor concluded with the highest mark and the mention „summa cum laude“, 2 additional points will be awarded.
- b) GMAT-Test\*** (max. 20 points). percentage: 20%
- c) Knowledge of the three official teaching languages** on a higher level than required for admission (C1, B2) (max. 10 points). percentage: 10%  
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.
- d) Minimum of points to reach in order to be admitted to the ranking (min. 60 points)**  
The minimum of points to reach in order to gain admission, by adding the points of criteria a), b) and c) is 60

### **2. Applicants with bachelors in other scientific classes:**

- a) Grade average** (max. 50 points). Percentage: 50%
  - Graduated: Final mark
  - Not yet graduated: The grade point average of the passed university examsIn the case of a bachelor concluded with the highest mark and the mention „summa cum laude“, 2 additional points will be awarded.
- b) GMAT-Test\* and/or interview** (max. 40 points). Percentage: 40%
- c) Knowledge of the three official teaching languages** on a higher level than required for the admission (C1, B2) (max. 10 points). Percentage: 10%  
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.
- d) Minimum of points to reach in order to be admitted to the ranking (min. 60 points)**  
The minimum of points to reach in order to gain admission, by adding the points of criteria a), b) and c) is 60



## Result GMAT-Test

Certificate GMAT®-Test (see: [www.mba.com](http://www.mba.com))

\*The GMAT-Test is taken into account only in case it has been passed with more than 500 points and in the last 5 years before the selection procedure. It is part of the Sum leading to the final mark, but is not a mandatory prerequisite for the admission to the master.

The commission will take into consideration also potential unofficial GMAT score reports, but the candidates will have to hand in the official report no later than the deadline for the payment of the first instalment.

## ADMISSION INTERVIEW

After the evaluation of the final mark/ mark average of the passed university exams, the GMAT-Test and the language proficiency, those candidates with bachelors in other scientific classes who reach a sum of points between  $\geq 50/100$  and  $< 60/100$  will have the opportunity to do an interview with the evaluation commission (09.05.2018 for the 1st pre-enrollment session; 26.07.2018 for the 2nd pre-enrollment session).

Those candidates who do not want to participate to the above-mentioned interview or cannot do it for other reasons, will be automatically excluded as they do not reach the minimum of **60/100, points representing the minimum required for admission.**

We recommend the following preparatory reading:

Accounting:

Weygandt, J.J., P.D Kimmel and D.E. Kieso, Financial Accounting, IFRS Edition, 3rd edition, Wiley, 2016.

ISBN: 978-1-119-15370-2 (e-book) or ISBN: 978-1-118-97808-5 (hardcover).

Chapters 1 to 13.

(knowledge and understanding of the basic accounting system and its basic application to service and commercial firms as well as to the various assets, liabilities and equity accounts. A basic understanding of the cash flow statement is also expected)

Finance:

J.Berk-P. DeMarzo-J. Harford, Fundamentals of Corporate Finance, Third Edition, Pearson 2015

Chapters: 1-2-3-4-5-6-7-8-9.

(basic concepts of interest rates, simple security cash flow valuation and fundamentals of investment and capital budgeting)

Only applications containing ALL requested documents will be evaluated. If one of the documents requested for criteria a) is missing, the candidate will not be considered.

In the event of equal scores, the applicant who has the highest final graduation grade (if already awarded) will have priority. If the applicant has not yet graduated, the highest grade average of the passed exams will be taken into consideration. If scores are still equal, the youngest applicant will have priority.

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

## In the application portal, you must upload:

➤ the *previous degree*:

### **applicants who have already graduated must upload in the application portal:**

- if graduated in Italy: diploma supplement or substitute-declaration (following the Italian D.P.R. no. 445/2000) of the degree awarded, final mark, exams passed with corresponding marks, the dates in which the exams were passed, the credit points, the subject areas, and the teaching hours;
- if graduated abroad: diploma supplement or final degree certificate issued by the foreign university (to be translated into English if in a language other than Italian, German or English) detailing the final mark, exams passed as well as corresponding marks, the dates in which the exams were passed, the credit points, and the teaching hours. A description of the contents of single courses is recommended; it is advisable to attach a declaration of value or similar document by the university with the indication of the lowest mark needed in order to achieve the degree as well as the highest mark obtainable;

### **applicants who have not yet graduated must attest that they have acquired at least 150 ECTS credits, as established in the didactic regulation of their programme of origin, by uploading in the application portal:**

- for Italian universities: substitute-declaration (following the Italian D.P.R. no. 445/2000) of the exams passed as well as the corresponding marks, the dates in which the exams were passed, the credit points, the subject areas, and the teaching hours;
- for foreign universities: a certificate (to be translated into English if in a language other than Italian, German or English) issued by the foreign university and containing the list of exams sat as well as the corresponding marks, the dates in which the exams were passed, the credit points, and the teaching hours. A document issued by the university containing the assessment scale used as well as a description of the contents of single courses is recommended.

Furthermore applicants must download the form available at the following link: <https://www.unibz.it/assets/Documents/Applicants/unibz-econ-tab-exams-master.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.

➤ **GMAT-Test**

Zertifikat GMAT®-Test (siehe: [www.mba.com](http://www.mba.com))

**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 published: one for EU citizens (and citizens of other countries who enjoy parity of treatment) and one for non-EU citizens living 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 early bird application, likely by May 15, 2018.

For the late application, likely by August 1, 2018.

**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** (745,50 €)
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>24 May 2018, 12:00 noon</b>    |
| Deadline for applicants of Session II | <b>10 August 2018, 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 enroll 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 enroll by December 14, 2018.

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

| <b>Deadlines</b>             | <b>Begin</b> | <b>End</b>                         |
|------------------------------|--------------|------------------------------------|
| for applicants of Session I  | 20 July      | <b>12 October 2018, 12:00 noon</b> |
| for applicants of Session II | 1 August     | <b>12 October 2018, 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.

|  |
|--|
| <b>If you are a non-EU citizen resident abroad:</b>  |
| <p>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.</p> <p>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.</p> <p>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.</p> |

**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 2018/2019 academic year amount to **1.345,50 €**.

| <b>Deadlines for payment</b>                  | <b>1<sup>st</sup> instalment (745,50 €)*</b> | <b>2<sup>nd</sup> instalment (600 €)</b> |
|---|--|--|
| for applicants of the 1 <sup>st</sup> session | by 24 May 2018                               | by 31 March 2019                         |
| for applicants of the 2 <sup>nd</sup> session | by 10 August 2018                            | by 31 March 2019                         |

\* The first instalment includes the provincial tax for the right to study of 145,50 € and a revenue stamp of 16 €.

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:

- Disabled students 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 admission procedure: please inform us about your disability through the Application Portal by uploading a medical certificate within the application deadline. The Advisory Service will arrange the support according to your needs so that you can sit the admission exams without difficulty. For further information, please contact the Advisory Service (address and other details can be found on the last page).
- 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: please inform us about your learning disorder through the Application Portal and upload a certificate that documents your learning disorder (diagnosis) within the application deadline. You are entitled to receive 30% extra time for written entrance examinations. For further information, please contact the Advisory Service (address and other details can be found on the last page). The certificate 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:** you can apply from Tuesday, **22 May 2018**. For information on the exact time, please refer to the services portal 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 portal 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.

# 2018/19 ACADEMIC CALENDAR

## 1st session

|  |   |
|--|---|
| Application  | 01.03. - 27.04.2018                         |
| Language tests                                       | 11. - 12.04.2018 (enrolment by: 05.04.2018) |
| Selection procedure and publication of ranking lists | by 15.05.2018                               |
| Payment of the 1st instalment of the fees            | by 24.05.2018                               |
| Enrolment  | 20.07. - 12.10.2018*                        |

## 2nd session

|  |   |
|--|---|
| Application  | 17.05. - 18.07.2018                       |
| Language tests                                       | 27.-28.06.2018 (enrolment by: 21.06.2018) |
| Selection procedure and publication of ranking lists | by 01.08.2018                             |
| Payment of the 1st instalment of the fees            | by 10.08.2018                             |
| Enrolment  | 01.08. - 12.10.2018                       |

## Pre-semester

|   |                     |
|---|---------------------|
| Preparatory Course "Mathematics for Economists" (facultative) | 27.08. - 08.09.2018 |
| Intensive language courses                                    | 10.-29.09.2018      |
| Infodays for Freshers   | 01.-02.10.2018      |

## 1st semester

|                               |  |
|-------------------------------|--|
| Classes                       | 01.10. - 21.12.18  |
| Exams (extraordinary session) | 10.-21.12.2018   |
| Christmas holidays            | 22.12.2018 - 06.01.2019  |
| Classes                       | 07.01. - 19.01.2019  |
| Exams                         | 21.01. - 09.02.2019 (1st study year)<br>21.01. - 16.02.2019 (years after the first study year) |

## 2nd semester

|                               |                     |
|-------------------------------|---------------------|
| Classes                       | 25.02. - 18.04.2019 |
| Easter holidays               | 19.04. - 22.04.2019 |
| Classes                       | 23.04. - 15.06.2019 |
| Exams (extraordinary session) | 13.-25.05.2019      |
| Exams                         | 17.06. - 13.07.2019 |

## Autumn session

|       |  |
|-------|--|
| Exams | 26.08. – 14.09.2019 (1st study year)<br>26.08. - 28.09.2019 (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 enroll 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 enroll by December 14, 2018.

## FOR FURTHER INFORMATION:

| WHO?  | WHAT?   | WHERE?  | WHEN?  |
|---|---|---|--|
| <b>Advisory Service</b><br>Tel. +39 0471 012 100<br><a href="mailto:study@unibz.it">study@unibz.it</a>  | General information and course guidance, foreign students and students with disability, accommodation | <b>At Bozen-Bolzano:</b><br>Universitätsplatz/Piazza Università 1<br>Building A – 1 <sup>st</sup> floor<br>Office A1.01 Infopoint             | Tue + Thu<br>14:00 - 16:00<br><br>Wed + Fri<br>10:00 - 12:30   |
|   |   | <b>At Brixen-Bressanone:</b><br>Regensburger Allee/Viale Ratisbona 16<br>2 <sup>nd</sup> floor<br>Office 2.12                                 | by appointment   |
| <b>Student Secretariat</b><br>Tel. +39 0471 012 200<br><a href="mailto:studsec@unibz.it">studsec@unibz.it</a>   | Online application, enrolment, tuition fees   | Bozen-Bolzano<br>Universitätsplatz/Piazza Università 1<br>Building B – 1 <sup>st</sup> floor<br>Office B1.10                                  | Mon + Wed + Fri<br>10:00 - 12:00<br><br>Tue + Thu<br>14:00 - 16:00   |
| <b>Faculty of Economics and Management</b><br>Tel. +39 0471 013 000<br><a href="mailto:schoolofeconomics@unibz.it">schoolofeconomics@unibz.it</a>   | Admission procedure, ranking lists, didactics   | Bozen-Bolzano<br>Universitätsplatz/Piazza Università 1<br>Building E – 4 <sup>th</sup> floor<br>Infopoint                                     | Mon<br>14:00 - 16:00<br><br>Tue<br>10:00 - 12:00<br><br>Thu<br>10:00 - 12:00 / 14:00 - 16:00<br><br>Fri<br>10:00 - 12:00 |
| <b>Language Centre</b><br>Tel. +39 0471 012 400<br><a href="mailto:language.centre@unibz.it">language.centre@unibz.it</a>   | Online upload of language certificates, enrolment to language assessment tests, language courses      | <b>At Bozen-Bolzano:</b><br>Universitätsplatz/Piazza Università 1<br>Building A – 1 <sup>st</sup> floor<br>Office A1.01 Infopoint             | Tue + Thu<br>14:00 - 16:00<br><br>Wed + Fri<br>10:00 - 12:30   |
|   |   | <b>At Brixen-Bressanone:</b><br>Regensburger Allee/ Viale Ratisbona 16<br>2 <sup>nd</sup> floor<br>Office 2.12                                | by appointment   |
| <b>Amt für Hochschulförderung / Ufficio per il Diritto allo Studio universitario</b><br>Office for School and University Assistance<br>Tel. +39 0471 412 941/ 412 927<br><a href="mailto:hochschulfoerderung@provinz.bz.it">hochschulfoerderung@provinz.bz.it</a> | Grants, accommodation in student halls  | Bozen-Bolzano<br>Andreas-Hofer-Straße/Via Andreas Hofer 18<br>2 <sup>nd</sup> floor<br>Office 213, 216 (Grants)<br>Office 214 (Student halls) | Mon + Tue + Wed + Fri<br>09:00 - 12:00<br><br>Thu<br>08:30 - 13:00 / 14:00 - 17:30                                       |
| <b>South Tyrolean student association (sh.asus)</b><br>Tel. +39 0471 974 614<br><a href="mailto:bz@asus.sh">bz@asus.sh</a>  | General information, support in filling out the application forms for grants                          | Bozen-Bolzano<br>Kapuzinergasse/Via dei Cappuccini 2<br>Ground floor  | Mon - Thu<br>09:00 - 12:30 / 14:00 - 17:00<br><br>Fri<br>09:00 - 12:30   |