Study Manifesto

MASTER IN ECONOMICS AND MANAGEMENT OF THE PUBLIC SECTOR

2018/19 academic year

Course outline

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Economics and Management (campus Bozen-Bolzano)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree class</td>
<td>LM-63</td>
</tr>
<tr>
<td>Length</td>
<td>2 years</td>
</tr>
<tr>
<td>Credit points</td>
<td>120 (based on the European Credit Transfer System)</td>
</tr>
<tr>
<td>Languages used in teaching</td>
<td>German, Italian, English</td>
</tr>
<tr>
<td>Admission title</td>
<td>See “Admission requirements”</td>
</tr>
<tr>
<td>Language requirements</td>
<td>Level C1 in one of the languages used in teaching, level B2 in a second language used in teaching</td>
</tr>
<tr>
<td>Study places</td>
<td>70 EU + 5 Non EU</td>
</tr>
<tr>
<td>Admission procedure</td>
<td>University degree evaluation and further language knowledge</td>
</tr>
<tr>
<td>Deadline for application</td>
<td>1st Session: 27 April 2018 noon</td>
</tr>
<tr>
<td></td>
<td>2nd Session: 18 July 2018 noon</td>
</tr>
<tr>
<td>Deadline for enrolment</td>
<td>12 October 2018 noon</td>
</tr>
<tr>
<td>Tuition fees</td>
<td>1345.50 Euro per year</td>
</tr>
<tr>
<td>Begin of language courses</td>
<td>10 September 2018</td>
</tr>
<tr>
<td>Classes start</td>
<td>1 October 2018</td>
</tr>
</tbody>
</table>

Subject to change
THE MASTER PROGRAMME

Master in Economics and Management of the public Sector
Master class: LM-63

This two-year programme, belonging to the class ‘Public Administration Sciences’ (LM-63), aims to create professionals who will be able to react to the new demands for efficiency, efficacy and economy in complex administrative structures. It is based on a multidisciplinary approach and provides students with transversal analytical skills. The subjects in the organisational-management area are complemented by economic, statistical and legal subjects. The course concentrates on improving students’ problem-solving skills through seminars and case studies and also develops interpersonal and communication skills.

Subjects taught
Economics, Politics, Management, Strategies, Leadership, Institutional and Social Communication, Project Management, Financial Sciences, Statistics for the Public Sector, Accounting for the Public Sector, Theory of and Workshops in Public Law and Sources of Law, Law of the European Union and its Member States, Theory of and Workshops in Administrative Law, Information Systems and Communications in the Public Sector. Students are required to undertake an internship.

Career opportunities
The course allows students to decide upon their own educational path by choosing related and integrative activities based on the specific work objectives they may have. There is therefore a distinction between a European or international pathway and a pathway to internal careers. The former focuses on a career inside international or European organisations or firms working with them, in NGOs and in the diplomatic service; the latter concentrates on employment in public administration and firms working with them.

Languages used in Teaching
The languages used in teaching are German, Italian and English. Each course is held in just one of the three official languages although the lecturer reserves the right to use the other two languages for certain parts of the course. However, the examination must be held in the official language of the course.

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

<table>
<thead>
<tr>
<th></th>
<th>EU citizens (and citizens given parity of treatment)</th>
<th>non-EU citizens (resident abroad)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st session</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>2nd session</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>70</td>
<td>5</td>
</tr>
</tbody>
</table>

STUDY PLAN

There are 12 subjects that are worth a total of 91 credit points (CP). There are a further 29 credits for the following:
- 8 CP for free choice courses, provided that they are related to the degree (*)
- 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, is from 13 to 19 hours per credit point (CP).
The Faculty Council decides every year the share of the total time devoted to educational activities fronts, based on the specific educational needs of individual learning activities.
The minimum limit of the hours for the individual study and other educational activities according to art. 5, 2nd paragraph of the DM 16.3.2007 should also be taken into consideration.

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

Students 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.

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

**1st year**

<table>
<thead>
<tr>
<th>Main subjects</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics and Politics in the Public Sector (modular)</td>
<td>6</td>
</tr>
<tr>
<td>Management, Strategies and Leadership (modular)</td>
<td>6</td>
</tr>
<tr>
<td>Institutional Communication – Project Management</td>
<td>8</td>
</tr>
<tr>
<td>Theory and Laboratory of Public Law and Sources of Law</td>
<td>6</td>
</tr>
<tr>
<td>Public Economics</td>
<td>7</td>
</tr>
<tr>
<td>Statistics for the Public Sector (modular)</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subjects</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-1 Economics of the Public Sector</td>
<td>6</td>
</tr>
<tr>
<td>M-2 Economic Policy</td>
<td>6</td>
</tr>
<tr>
<td>M-1 Strategic Management in the Public Sector</td>
<td>6</td>
</tr>
<tr>
<td>M-2 Human Resource Management</td>
<td>6</td>
</tr>
<tr>
<td>M-1 Introduction to Statistical Methods</td>
<td>6</td>
</tr>
<tr>
<td>M-2 Economic Statistics</td>
<td>6</td>
</tr>
</tbody>
</table>

**2nd year**

<table>
<thead>
<tr>
<th>Subjects</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 complementary subjects 1</td>
<td>12</td>
</tr>
<tr>
<td>Accounting for the Public Sector</td>
<td>6</td>
</tr>
<tr>
<td>Law of the European Union and its Member States</td>
<td>6</td>
</tr>
<tr>
<td>Theory and Laboratory of Administrative Law</td>
<td>6</td>
</tr>
<tr>
<td>Management Information Systems in the Public Sector</td>
<td>4</td>
</tr>
</tbody>
</table>

1 complementary subjects:

Students have to choose 2 of the following subjects for 12 CPs:

<table>
<thead>
<tr>
<th>Subjects</th>
<th>CP</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Economics</td>
<td>6</td>
</tr>
<tr>
<td>Economic policy and Government Intervention</td>
<td>6</td>
</tr>
<tr>
<td>Accounting Performance Measures in the Public Sector</td>
<td>6</td>
</tr>
<tr>
<td>Management and Organisation of International Institutions</td>
<td>6</td>
</tr>
<tr>
<td>Project Financing</td>
<td>6</td>
</tr>
<tr>
<td>Law of International Institutions</td>
<td>6</td>
</tr>
</tbody>
</table>

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:

- 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,
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 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 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.

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:

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>MINIMUM ENTRY LEVEL</th>
<th>MINIMUM EXIT LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st language</td>
<td>C1</td>
<td>C1</td>
</tr>
<tr>
<td>2nd language</td>
<td>B2</td>
<td>C1</td>
</tr>
<tr>
<td>3rd language</td>
<td>- - -</td>
<td>B1</td>
</tr>
</tbody>
</table>

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/](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:
   - 1 March - 27 April 2018, 12.00 midday (for applicants of the 1st and 2nd session)
   - 17 May - 18 July 2018, 12.00 midday (for applicants of the 2nd 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:
   - 11-12 April 2018 (enrolment from 01.03. to 05.04.2018) (valid for the 1st and 2nd session)
   - 27-28 June 2018 (enrolment from 17.05. to 21.06.2018) (valid for the 2nd 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):

<table>
<thead>
<tr>
<th>Learning path</th>
<th>Starting from</th>
<th>Course modules</th>
<th>Hours of lessons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning path 1</td>
<td>A0</td>
<td>A1.1+A1.2 A2.1+A2.2 B1.1a+B1.1b B1.2a+B1.2b</td>
<td>360</td>
</tr>
<tr>
<td>Learning path 2</td>
<td>A1</td>
<td>A2.1+A2.2 B1.1a+B1.1b B1.2a+B1.2b</td>
<td>280</td>
</tr>
<tr>
<td>Learning path 3</td>
<td>A2</td>
<td>B1.1a+B1.1b B1.2a+B1.2b</td>
<td>160</td>
</tr>
</tbody>
</table>

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. 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.

<table>
<thead>
<tr>
<th>Deadlines</th>
<th>Begin</th>
<th>End (term of exclusion)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st session</td>
<td>1 March 2018</td>
<td>27 April 2018, 12:00 noon</td>
</tr>
<tr>
<td>2nd session</td>
<td>17 May 2018</td>
<td>18 July 2018, 12:00 noon</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Deadlines</th>
<th>Begin</th>
<th>End (term of exclusion)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application session</td>
<td>1 March 2018</td>
<td>27 April 2018, 12:00 noon</td>
</tr>
</tbody>
</table>

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/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 Centre of unibz will be taken into consideration as well as language exams taken in the Language Centre.

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 the Master Programme in Economics and Management of the Public Sector.
   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 150 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-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.

➢ 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 15 May 2018.
For the second application session, likely by 1 August 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 | 24 May 2018, 12:00 noon |
| Deadline for applicants of Session II | 10 August 2018, 12:00 noon |

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 14, 2018.

3. in the application portal, enrol online

<table>
<thead>
<tr>
<th>Deadlines</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>for applicants of Session I</td>
<td>20 July</td>
<td>12 October 2018, 12:00 noon</td>
</tr>
<tr>
<td>for applicants of Session II</td>
<td>1 August</td>
<td>12 October 2018, 12:00 noon</td>
</tr>
</tbody>
</table>

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.

If you have gained your qualification abroad you must upload (if not uploaded upon application):

- diploma of your qualification
- official translation of your diploma into Italian (translation is not necessary if the certificates have been issued 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.

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

If you are a non-EU citizen resident abroad:
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 2018/2019 academic year amount to **1,345,50 €**.

<table>
<thead>
<tr>
<th>Deadlines for payment</th>
<th>1st instalment (745,50 €)*</th>
<th>2nd instalment (600 €)</th>
</tr>
</thead>
<tbody>
<tr>
<td>for applicants of the 1st session</td>
<td>by 24 May 2018</td>
<td>by 31 March 2019</td>
</tr>
<tr>
<td>for applicants of the 2nd session</td>
<td>by 10 August 2018</td>
<td>by 31 March 2019</td>
</tr>
</tbody>
</table>

* 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](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.
## 1st session

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>01.03. - 27.04.2018</td>
</tr>
<tr>
<td>Selection procedure and publication of ranking lists</td>
<td>by 15.05.2018</td>
</tr>
<tr>
<td>Payment of the 1st instalment of the fees</td>
<td>by 24.05.2018</td>
</tr>
<tr>
<td>Enrolment</td>
<td>20.07. - 12.10.2018*</td>
</tr>
</tbody>
</table>

## 2nd session

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>17.05. - 18.07.2018</td>
</tr>
<tr>
<td>Language tests</td>
<td>27. - 28.06.2018 (enrolment by: 21.06.2018)</td>
</tr>
<tr>
<td>Selection procedure and publication of ranking lists</td>
<td>by 01.08.2018</td>
</tr>
<tr>
<td>Payment of the 1st instalment of the fees</td>
<td>by 10.08.2018</td>
</tr>
<tr>
<td>Enrolment</td>
<td>01.08. - 12.10.2018</td>
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</tbody>
</table>

### Pre-semester

<table>
<thead>
<tr>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Preparatory Course “Mathematics for Economists” (facultative)</td>
<td>27.08. - 08.09.2018</td>
</tr>
<tr>
<td>Intensive language courses</td>
<td>10. - 29.09.2018</td>
</tr>
<tr>
<td>Infodays for Freshers</td>
<td>01.02.2018</td>
</tr>
</tbody>
</table>

### 1st semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes</td>
<td>01.10. - 21.12.18</td>
</tr>
<tr>
<td>Christmas holidays</td>
<td>22.12.2018 - 06.01.2019</td>
</tr>
<tr>
<td>Classes</td>
<td>07.01. - 19.01.2019</td>
</tr>
<tr>
<td>Exams (extraordinary session)</td>
<td>21.01. - 09.02.2019 (1st study year)</td>
</tr>
<tr>
<td>Exams</td>
<td>21.01. - 16.02.2019 (years after the first study year)</td>
</tr>
</tbody>
</table>

### 2nd semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes</td>
<td>25.02. - 18.04.2019</td>
</tr>
<tr>
<td>Easter holidays</td>
<td>19.04. - 22.04.2019</td>
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<tr>
<td>Classes</td>
<td>23.04. - 15.06.2019</td>
</tr>
<tr>
<td>Exams (extraordinary session)</td>
<td>13.07. - 23.05.2019</td>
</tr>
</tbody>
</table>

### Autumn session

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>26.08. - 14.09.2019 (1st study year)</td>
</tr>
<tr>
<td>Exams</td>
<td>26.08. - 28.09.2019 (years after the first study year)</td>
</tr>
</tbody>
</table>

### 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 14, 2018.
## FOR FURTHER INFORMATION:

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