

Study Manifesto

MASTER IN ECONOMICS AND MANAGEMENT OF THE PUBLIC SECTOR

2014/2015 academic year

Course outline

Faculty	Economics and Management (site Bozen - Bolzano)
Degree class	LM-63 (Ministerial Decree n. 270/2004)
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" (page 2)
Language requirements	Level C1 in one of the languages used in teaching, level B2 in a second language used in teaching
Study places	35 EU + 5 Non EU
Admission procedure	University degree evaluation and motivation letter
Deadline for application	1st Session: 30 April 2014 2nd Session: 19 August 2014
Deadline for enrolment	15 October 2014
Tuition fees	1343 Euro per year
Classes start	29 September 2014

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 2014/2015 academic year are:

	EU citizens (and citizens given parity of treatment)	non-EU citizens (resident abroad)
1 st session	18	5
2 nd session	17	0
Total	35	5

ADMISSION REQUIREMENTS

You are eligible to enrol for the Master if you possess one of the following qualifications:

- a) University degree (*) in one of the following degree classes or another equivalent qualification gained in a foreign country:
 1. ex M.D. 270/04: Bachelor in the degree classes
L-14 Law Service Sciences,
L-16 Administration and Organisation Sciences,
L-18 Economics and Business Administration,
L-20 Communication Sciences,
L-33 Economics,
L-36 Political Science and International Relations,
L-37 Social Sciences for Cooperation, Development and Peace,
L-40 Sociology
 2. ex M.D. 509/99: Bachelor in the degree classes
n° 02 Law Service Sciences,
n° 14 Communication Sciences,
n° 15 Political Science and International Relations,
n° 17 Economics and Business Administration,
n° 19 Administration sciences,
n° 28 Economics,
n° 31 Law Sciences,

n° 35 Social Sciences for Cooperation, Development and Peace,
n° 36 Sociology

3. ex M.D. 270/04: Master in the degree classes
LM-56 Economic Sciences,
LM-77 Economics and Business Sciences,
LMG/01 Law
4. ex M.D. 509/99: Master in the degree classes
64/S Economic Sciences,
84/S Economics and Business Sciences,
22/S Law
5. Final degree or university certificate from a School of Law, Economics, Political Sciences or Sociology following the study conditions valid before M.D. 509/99.

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

Or

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

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

Law

IUS/01	Private Law
IUS/02	Comparative private law
IUS/03	Agricultural law
IUS/04	Commercial law
IUS/05	Economic law
IUS/06	Navigation law
IUS/07	Labour law
IUS/08	Constitutional law
IUS/09	Institutions of public law
IUS/10	Administrative law
IUS/11	Canonical and ecclesiastical law
IUS/12	Taxation law
IUS/13	International law
IUS/14	EU law
IUS/15	Civil procedural law
IUS/16	Criminal procedural law
IUS/17	Criminal law
IUS/18	Roman law and antique law
IUS/19	History of medieval and modern law
IUS/20	Philosophy of law
IUS/21	Comparative public law

Economics and statistics

SECS-P/01	Economics
SECS-P/02	Economic policy
SECS-P/03	Financial sciences
SECS-P/04	History of economic thought
SECS-P/05	Econometrics
SECS-P/06	Applied economy
SECS-P/07	Business administration
SECS-P/08	Economics and business management
SECS-P/09	Business finance
SECS-P/10	Business organisation
SECS-P/11	Economics of financial intermediaries
SECS-P/12	Economic history
SECS-P/13	Merchandise sciences

SECS-S/01	Statistics
SECS-S/02	Statistics for experimental and technological research
SECS-S/03	Economic statistics
SECS-S/04	Demography
SECS-S/05	Social statistics
SECS-S/06	Mathematics for economics
ING-IND/35	Economics managerial engineering

If you do not have one of these qualifications, you can apply if you have at least 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 of a place.

If you achieve your qualification after the enrolment deadline, you can submit a late enrolment request to the rector in order to be enrolled by December 19, 2014, but only if there are still study places available.

At the moment of effective enrolment, you have to certify that you possess the required qualification.

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; further information is available from the Student secretariat).

LANGUAGE PROFICIENCY

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

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 portal available at www.unibz.it.

Once registered, you can:

- upload your language certificates
- enrol to do the language assessment tests offered by the Language Centre
- fill in the application form
- update your personal data.

Language proficiency can be demonstrated in the following ways:

- a) holding secondary school leaving qualifications (A-levels, Abitur, Maturità, etc) where the main teaching language of the final year was in one of the official teaching languages of the undergraduate degree course (level C1). If these qualifications were obtained in one of the trilingual secondary schools in the Ladin valleys of South Tyrol, they will be accepted as demonstrating proficiency in both German and Italian (level B2);

- b) holding an undergraduate or postgraduate degree if awarded in one of the three teaching languages of the degree course, or holding a bilingual or trilingual undergraduate or postgraduate degree awarded by the Free University of Bozen - Bolzano*;
- c) presenting, for the relevant languages, a recognised qualification or certificate (see www.unibz.it > Language Centre); before uploading a certificate please check in advance if the certificate appears on the list of the recognized language certificates. You might send your certificates also to the Language Centre - via email in pdf format – or hand them in in person. The language certificates can be handed in during the following periods: 10.03.-30.04.2014 (first session); 20.05.-09.07.2014 and 31.07.-19.08.2014 (second session);
- d) passing a language test organised by the Language Centre of the Free University of Bozen - Bolzano. Enrolment for these test is done online through the application form:
- o **9, 10 April 2014** (enrolment from 10.03. to 04.04.2014)
 - o **7, 8, 9 May 2014** (enrolment from 05.04. to 30.04.2014)
 - o **15, 16 July 2014** (enrolment from 01.05. to 09.07.2014)
 - o **21, 22 August 2014** (enrolment from 10.07. to 19.08.2014).
- Applicants for the first session can sit the language tests on the first two dates. Applicants for the second session can sit the language tests on all four dates available. Results will be available immediately after the tests.

Please note: in case your final title has been awarded by an Italian public establishment, certificates and diplomas must be substituted by self-declarations. False declarations have consequences punishable by law and lead to the candidate's exclusion from the admission procedure.

The Language Centre offers, during the summer, **language courses** for beginners and preparatory courses for B2 level. See the webpages of the Language Centre for details about deadlines, costs and dates.

() Graduates of the bilingual or trilingual Bachelor's and Master's programmes of the Free University of Bozen - Bolzano, as well as graduates of the degree course in Primary Education (Ladin section) of the Free University of Bozen - Bolzano who were not required to certify their language proficiency in the official teaching languages by the end of their studies, must in any case sit a **mandatory** language placement test, which is not part of the admission procedure, but will be used to identify candidates' language proficiency. As an alternative to sitting this test, candidates can hand in a qualification or certificate for the relevant languages, as per letter c).*

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. Through the application portal you can also upload your language certificates or register for the language exams.

Application for several courses is allowed. Prospective students excluded in the first session can apply again in the second.

Deadlines	Begin	End
1 st Session	10 March 2014	30 April 2014, 12:00 midday
2 nd Session	5 May 2014	19 August 2014, 12:00 midday

ATTACHMENTS

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

Evaluation can then only take place on the basis of the documentation you have presented 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);
- the attachments listed in the section entitled "Selection procedure";
- the declaration of equivalent value of the applicant's qualification(s) (only for applicants with a qualifications gained abroad) or, as an alternative and exclusively for EU citizens and citizens given parity of treatment, the Diploma supplement which indicates that the student has achieved at least 180 credit points (ECTS) and that the study title gives access to a Master course (those not yet in

possession of the declaration of equivalent value/Diploma supplement can submit it upon enrolment at the very latest);

- the valid permit to stay for Italy (only for non EU-citizens legally resident in Italy) – see below.

The declaration of equivalent value (for applicants with qualifications from abroad only)

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)
- deliver the declaration upon enrolment at the very latest, together with the other relevant documents.

Application by non-EU citizens

- **If you have 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), you apply directly to the University, as described above and must submit a copy of your valid permit to stay. A permit of 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.
- **If you are resident abroad**, you must carry out the **enrolment procedures both through the Italian authorities** (consulate or embassy) in your country **and directly with the University**. The deadlines imposed by the Italian Ministry of Education, Universities and Research (www.study-in-italy.it) must be respected. Should you not follow this procedure with your local Italian consulate, the application that you delivered direct to the University will be declared null and void. Please note that non EU-citizens resident abroad can apply for one course only!

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) Motivational letter (max. 5 points)

c) Disciplinary skills

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 **15 more points**:

1. 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
2. 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
3. ex M.D. 270/04: Master in the degree classes

- LM-56 Economic Sciences
 - LM-77 Economics and Business Sciences
 - LMG/01 Law
4. ex M.D. 509/99: Master in the degree classes
- 64/S Economic Sciences
 - 84/S Economics and Business Sciences
 - 22/S Law
5. 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 in points 1,2, 3 and 4.

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 shall 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:

http://www.unibz.it/en/economics/progs/master/economics_publicsector/admission/default.html.

This should be filled in and uploaded in the portal as an *Excel file*.

- a *personal statement letter* in format DIN A-4 of no more than 3000 characters with spaces, in which you explain why you would like to enrol for the degree programme.

ADMISSION RANKING LISTS

The Selection Committee will only evaluate the documentation presented 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 www.unibz.it and are only valid for the academic year for which they have been drawn up. Publication:

For the first application session, likely by 20 May 2014.

For the second application session, likely by 3 September 2014.

In case an applicant is admitted to one or more Masters of the School of Economics and Management he has to announce within 15 days from the publishing of the ranking lists for the Master which Master he/she intends to renounce being enrolled to. The applicant has to hand in his/her written statement of renunciation also via e-mail within the mentioned deadline. This declaration of renunciation cannot be recalled and enables the Student Secretariat to contact the applicants who are next in the ranking list. In the event that someone on the ranking list does not enrol by the deadline, the Free University of Bozen - Bolzano will then accept enrolments from applicants further down the list.

HOW APPLICANTS OF THE FIRST SESSION ARE GUARANTEED A PLACE ON THE COURSE

If you have been admitted in the first session and want to be guaranteed a place on the course, you must proceed as follows:

by 6th June 2014	pay the first instalment of University fees (743 €) and deliver the receipt to the Student Secretariat . <u>Please note that payment will only be accepted once the receipt has been presented personally or via e-mail - it is not enough just to make the payment).</u>
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If you do not respect this deadline, you will automatically lose your place and there will be a period where applicants for the 1st session on the waiting list will be able to enrol. If not all study places of the first session are occupied, any free places will be assigned in the 2nd session.

Please note that payment does not allow you to receive student status, which will be acquired upon enrolment in August/September. If you have a guaranteed study place but you do not enrol, there will be no refund of the University fees unless you do not pass your secondary school final exam or university final exam or, in the event of non-EU applicants resident abroad, you do not receive the necessary documents from the Italian authorities in your country.

ENROLMENT

If you are high up enough on the ranking lists to be admitted for more than one degree course, you can only enrol for one of those courses. Once you have enrolled for this course, you lose the right to enrol for another course or to move up in the ranking lists of other courses.

Deadlines	Begin	End
for applicants of the 1 st session	1 August	15 October 2014, 12:00 midday
for applicants of the 2 nd session	3 September	15 October 2014, 12:00 midday

You need to submit your application in person at the Student Secretariat in Bozen – Bolzano.

Please enclose with the application:	Who needs it:
<ul style="list-style-type: none"> payment receipt for the first instalment of University fees (if this was not delivered in May) 	everybody
<ul style="list-style-type: none"> the original of the declaration of equivalent value of your university degree, issued by the Italian consulate or embassy abroad NB: EU citizens and citizens given parity of treatment can, as an alternative, submit the Diploma supplement, in the case they have achieved their university title in a Member State of the European Union (or in Switzerland, Liechtenstein, Norway or Iceland). In the Diploma supplement it must be indicated: <ul style="list-style-type: none"> that the student has achieved at least 180 credit points (ECTS) that the study title gives access to a Master course. In case of doubt, Unibz reserves the right to request further documents. 	applicants with university degrees from abroad
<ul style="list-style-type: none"> the original or an authenticated copy of the university degree 	applicants with university degrees from abroad

<ul style="list-style-type: none"> the original of the official translation of the qualification into Italian (translation is not necessary if the certificates have been issued in the German-speaking area) 	applicants with university degrees from abroad
<ul style="list-style-type: none"> a valid permit to stay in Italy 	non-EU citizens
<ul style="list-style-type: none"> a copy of the transfer application presented at your university of origin 	students intending to transfer from another Italian university to the Free University of Bozen - Bolzano

Enrolment is recommended as soon as possible and not upon the deadline.

If you don't respect the deadline for enrolment, you will lose your study place, which will be offered to the subsequent applicant in the ranking list. These names will be published on www.unibz.it.

TUITION FEES

Enrolment taxes and fees for the 2014/2015 academic year amount to **1,343 €** and are to be paid by bank transfer.

Deadlines for payment	1 st instalment (743 €)*	2 nd instalment (600 €)
for applicants of the 1 st session	by 6 June 2014	by 31 March 2015
for applicants of the 2 nd session	by enrolment	by 31 March 2015

* The first instalment includes the provincial tax for the right to study of 143 € 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. Students who have not paid their taxes or other fees will be unable to take exams and will not be able to transfer to other universities or other degree courses.

Students who drop out of a course, interrupt their studies or are excluded from studies, 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, credit points gained at the end of previous university studies can be accredited if they are compatible with the subjects offered. On the request of the student those credit points will be evaluated by the relevant Degree Council and then, if recognised, inserted in the student's career. Recognition applications must be submitted by the deadline, if available, established by the Faculty.

ADVISORY SERVICE

The Advisory Service informs prospective students about the faculties and the degree courses on offer and provides support regarding their choice of study.

At the InfoPoints in Bolzano and Bressanone you can view information material and receive information about the courses. There is also an individual consultation service available for anyone who is interested. Addresses and telephone numbers can be found on the last page of this Manifesto.

STUDENTS WITH DISABILITIES OR LEARNING DISORDERS

If you have a disability or a learning disorder, the Advisory Service will provide support throughout your time with us at the University.

If you need advice or information about access to and movement around the premises, or about the benefits and opportunities available to students with disabilities, please contact the Advisory Service when you submit your application and in any case at least one month before any admission exams that you have to do. Only in this way can we guarantee any necessary assistance so that you can sit the admission exams without difficulty.

Information concerning exemptions from paying university fees can be found in the paragraph entitled "Tuition Fees".

Other forms of support are offered by the School and University Welfare Office of the Autonomous Province of South Tyrol (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 South Tyrol (Amt für Hochschulförderung, Universität und Forschung - Ufficio per il Diritto allo Studio universitario, l'Università e la Ricerca scientifica) must be contacted for:

- **Accommodation:** application is possible from Wednesday, 9 April 2014. It is advisable to complete the application for accommodation as soon as possible, already upon application at the University or before knowing the admission procedure results: the assignment of accommodation in student hostels follows a first-come, first-served policy. Further information regarding registration procedure will be available from the services portal of the Autonomous Province of Bozen – Bolzano from mid-March: www.provincia.bz.it/diritto-allo-studio > Assistenza universitaria > Alloggi in Alto Adige;
- **Study grants:** For information, students can contact the above-mentioned office or the "Südtiroler HochschülerInnenschaft" (sh.asus), which can give information and help with online 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.

STUDY PLAN

In the Master in Economics and Management of the Public Sector 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 elective optional courses, provided that they are related to the degree (*)
- 15 CP for the final degree thesis
- 6 CP for a compulsory internship

(*) The School Council decides every year which optional courses will be offered by the School.

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 the Free University of Bozen - Bolzano, at the School of Economics and Management in Universitätsplatz/Piazza Università 1. The calendar detailing lecture halls and lecture times can be found on the website www.unibz.it.

Main subjects			CP
1st year			
Economics and Politics in the Public Sector (modular)	M-1 Economics of the Public Sector	6	12
	M-2 Economic Policy	6	
Management, Strategies and Leadership (modular)	M-1 Strategic Management in the Public Sector	6	12
	M-2 Human Resource Management	6	
Institutional Communication – Project Management			8
Theory and Laboratory of Public Law and Sources of Law			6
Public Economics			7
Statistics for the Public Sector (modular)	M-1 Introduction to Statistical Methods	6	12
	M-2 Economic Statistics	6	
2nd year			
2 complementary subjects ¹			12
Accounting for the Public Sector			6
Law of the European Union and its Member States			6
Theory and Laboratory of Administrative Law			6
Management Information Systems in the Public Sector			4

¹ complementary subjects:

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

Subjects	CP
International Economics	6
Economic policy and Government Intervention	6
Accounting Performance Measures in the Public Sector	6
Management and Organisation of International Institutions	6
Project Financing	6
Law of International Institutions	6

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

2014/15 ACADEMIC CALENDAR

1st session

Application	10.03. - 30.04.2014
Language tests	09. + 10.04.2014 (enrolment: 10.03. - 04.04.2014) 07. - 09.05.2014 (enrolment: 05.04. - 30.04.2014)
Selection procedure and publication of ranking lists	06.05. - 20.05.2014
Payment of the 1st instalment of the fees	by 06.06.2014
Enrolment	01.08. - 15.10.2014*

2nd session

Application	05.05. - 19.08.2014
Language tests	09. + 10.04.2014 (enrolment: 10.03. - 04.04.2014) 07. - 09.05.2014 (enrolment: 05.04. - 30.04.2014) 15. + 16.07.2014 (enrolment: 01.05. - 09.07.2014) 21. + 22.08.2014 (enrolment: 10.07. - 19.08.2014)
Selection procedure and publication of ranking lists	21.08. - 03.09.2014
Enrolment	01.08. - 15.10.2014*
Summer language courses	
- B2	28.07. - 19.08.2014 (enrolment by 18.07.2014)
- Beginners and B1	05.08. - 16.09.2014 (enrolment by 31.07.2014)

1st semester

Classes	29.09. - 23.12.14
Exams (extraordinary session)	11.12. - 23.12.14
Christmas holidays	24.12.14 - 06.01.15
Classes	07.01. - 24.01.15
Exams (ordinary session)	26.01. - 24.02.15

2nd semester

Classes	23.02. - 02.04.15
Easter holidays	03.04. - 06.04.15
Classes	07.04. - 13.06.15
Exams (extraordinary session)	18.05. - 30.05.15
Exams (ordinary session)	15.06. - 18.07.15

Autumn Session

Exams (ordinary session)	31.08. - 29.09.15
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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 of a place. If you achieve your qualification after the enrolment deadline, you can submit a late enrolment request to the rector in order to be enrolled by December 19, 2014, but only if there are still study places available.

FOR FURTHER INFORMATION:

WHO?	WHAT?	WHERE?	WHEN?
Advisory Service Tel. +39 0471 012 100 study@unibz.it	General information and course guidance, foreign students and students with disability, accommodation	At Bozen/Bolzano: Universitätsplatz/Piazza Università 1 Building A – 1 st floor Office A1.01 Infopoint	Tue + Thu 14:00 - 16:00 Wed + Fri 10:00 - 12:30
		At Brixen/Bressanone: Regensburger Allee/Viale Ratisbona, 16 2 nd floor Office 2.12	Thu 14:00 - 16:00 and by appointment
Student Secretariat Tel. +39 0471 012 200 student.secretariat@unibz.it	Online application, enrolment, tuition fees	Bozen/Bolzano Universitätsplatz/Piazza Università 1 Building B – 1 st floor Office B1.10	Mon + Wed + Fri 09:00 - 12:00 Tue + Thu 14:00 - 16:00
School of Economics and Management Tel. +39 0471 013 000 schoolofeconomics@unibz.it	Admission procedure, ranking lists, didactics	Bozen/Bolzano Universitätsplatz/Piazza Università 1 Building E – 4 th floor Office E4.02	Mon 10:00 - 12:00 / 13:30 - 16:30 Wed 10:00 - 12:00 / 14:00 - 16:00 Thu 10:00 - 12:00 Fri 13:30 - 16:30
Language Centre Tel. +39 0471 012 400 language.centre@unibz.it	Online upload of language certificates, enrolment to language assessment tests, language courses	At Bozen/Bolzano: Universitätsplatz/Piazza Università 1 Building A – 1 st floor Office A1.01 Infopoint	Tue + Thu 14:00 - 16:00 Wed + Fri 10:00 - 12:30
		At Brixen/Bressanone: Regensburger Allee/ Viale Ratisbona, 16 2 nd floor Office 2.12	Thu 10:00 - 12:00 (from October to April)
Amt für Hochschulförderung, Universität und Forschung / Ufficio per il Diritto allo Studio universitario, l'Università e la Ricerca scientifica Office for School and University Assistance Tel. +39 0471 412 941/ 412 927 hochschulfoerderung@provinz.bz.it	Grants, accommodation in student halls	Bozen/Bolzano Andreas-Hofer-Straße/Via Andreas Hofer, 18 2 nd floor Office 209, 213, 216 (Grants) Office 214 (Student halls)	Mon + Tue + Wed + Fri 09:00 - 12:00 Thu 08:30 - 13:00 / 14:00 - 17:30
South Tyrolean student association (sh.asus) Tel. +39 0471 974 614 bz@asus.sh	General information, support in filling out the application forms for grants	Bozen/Bolzano Kapuzinergasse/Via dei Cappuccini 2 Ground floor	Mon - Thu 09:00 - 12:30 / 14:00 - 17:00 Fri 09:00 - 12:30