

Study Manifesto

MASTER IN ECONOMICS AND MANAGEMENT OF THE PUBLIC SECTOR

2017/2018 academic year

Course outline

Faculty	Economics and Management (campus 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	70 EU + 5 Non EU
Admission procedure	University degree evaluation and further language knowledge
Deadline for application	1st session: 28 April 2017 2nd session: 20 July 2017
Deadline for enrolment	13 October 2017
Tuition fees	1343,50 Euro per year
Begin of language courses	11. September 2017
Classes start	2 October 2017

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 2017/2018 academic year are:

	EU citizens (and citizens given parity of treatment)	non-EU citizens (resident abroad)
1 st session	50	5
2 nd session	20	0
Total	70	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

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 15, 2017.

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 portal available at <https://aws.unibz.it/exup/en>

Once registered, you can:

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

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. Graduates of unibz, enrolled before 2011, who have not certified their language proficiency in the three languages, must sit a mandatory language placement test;
- 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:

- **13 March - 28 April 2017**, 12.00 midday (for applicants of the 1st and 2nd session)
 - **18 May - 20 July 2017**, 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:
- **16-17 March 2017** (enrolment from 22.02. to 10.03.2017) (valid for the 1st and 2nd session)
 - **20 April 2017** (enrolment from 20.03. to 14.04.2017) (valid for the 1st and 2nd session)
 - **6 June 2017** (enrolment from 4.05. to 25.05.2017) (valid for the 2nd session only)
 - **10 July 2017** (enrolment from 8.06. to 4.07.2017) (valid for the 2nd session only)

If necessary, the exam sessions in April, June and July will be extended by one day and then possibly take place on 21 April, 7 June and 11 July 2017.

Results will be available immediately after the tests.

Please note: There are no language tests after the deadline for application.

Please note: You can take language exams up to the B2 level. The C1-level exam won't be offered during the above sessions. Master's degrees candidates who do not have a C1-level certificate for the first language will need to contact the Language Centre (language.centre@unibz.it).

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

FURTHER LANGUAGE PROFICIENCY (THIRD LANGUAGE)

If you have already acquired a certain level of language competence in the third language of tuition, i.e. your weakest language, we recommend to certify these competences as described above in letters c) and d).

You can certify your competences in the third language of tuition by:

- an up-load of a valid language certificate during the same periods of time as in letter c), or by
- taking a language exam during one of the sessions listed in letter d)

If you are not able to certify your language competence in the third language of tuition and you are admitted to your studies at unibz you will have to take a placement test. You will receive an invitation to the test by e-mail. According to your actual level you will be assigned to a certain learning path so that you will be able to reach level B1 as soon as possible.

If you are an absolute beginner in the third language, or if your certifications or placement test results show a level below B1, you will be required to take a 3-week pre-semester intensive language course offered from 11 through 29 September 2017 (3 weeks = 120 hours of lessons). 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.

You will be accompanied throughout the whole process of language learning by the Language Centre that offers **language courses free of charge** which will help you achieve the B1 level in the third language within 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	320
Learning path 2	A1	A2.1+A2.2	B1.1a+ B1.1b	B1.2a+B1.2b		240
Learning path 3	A2	B1.1a+ B1.1b	B1.2a+B1.2b			160

ONLINE APPLICATION

Your application is submitted online through the application portal available at

<https://aws.unibz.it/exup/en>

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. Applicants excluded in the first session can apply again in the second.

Deadlines	Begin	End (term of exclusion)
1 st session	13 March 2017	28 April 2017, 12:00 midday
2 nd session	18 May 2017	20 July 2017, 12:00 midday

ATTACHMENTS

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

Evaluation can then only take place on the basis of the documentation you have uploaded in the portal 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;
- an official translation of the qualification into Italian (not necessary for qualifications in German or English);
- 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:
 - 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 they have achieved their university title in a State who is not part of the European Union, or when the Diploma supplement is missing. Those not yet in possession of the declaration can upload 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 (or diploma supplement for titles achieved in the EU or in the European Economic Area)

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.

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 (<http://www.studiare-in-italia.it/studentistranieri/>) 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) 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". Either language certificates recognized by the Language Center as well as language exams taken in the Language Center of unibz will be taken into consideration.

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

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

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

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

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

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

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

- o 64/S Economic Sciences
- o 84/S Economics and Business Sciences
- o 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 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:

<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*.

- 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 16 May 2017.

For the second application session, likely by 4 August 2017.

If you are high up enough on the ranking list to be admitted for one degree course you are not any more interested in, you are required to compile the form for the renunciation and to submit it by e-mail to the Student Secretariat (studsec@unibz.it). This declaration of renunciation cannot be recalled and enables the Student Secretariat to contact the applicants who are next in the ranking list.

The link to the renunciation form is available here:

<https://www.unibz.it/assets/Documents/Applicants/unibz-renunciation-of-study-place-en.pdf>

CONFIRMATION OF STUDY PLACE AND ENROLMENT

If you have been admitted to more than one degree courses, 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** (743,50 €)
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 the 1 st session	25 May 2017
Deadline for applicants of the 2 nd session	24 August 2017

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

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.

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.

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 15, 2017.

3. in the application portal, enrol online.

Deadlines	Begin	End
for applicants of the 1 st session	24 July	13 October 2017, 12:00 midday
for applicants of the 2 nd session	4 August	13 October 2017, 12:00 midday

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

If you have gained your qualification abroad you must upload (if not uploaded upon application):
<ul style="list-style-type: none"> 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, 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) 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 they have achieved their university title in a State who is not part of the European Union, or when the Diploma supplement is missing. Those not yet in possession of the declaration can upload it upon enrolment at the very latest

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:
<p>If you are able to be admitted to the admission procedure of the course you applied for (check the admission ranklists), 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 pre-enrolled 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 all the information so that you can start 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 your university of origin.

TUITION FEES

Enrolment taxes and fees for the 2017/2018 academic year amount to **1.343,50 €**.

Deadlines for payment	1 st instalment (743,50 €)*	2 nd instalment (600 €)
for applicants of the 1 st session	by 25 May 2017	by 31 March 2018
for applicants of the 2 nd session	by 24 August 2017	by 31 March 2018

* The first instalment includes the provincial tax for the right to study of 143,50 € 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 degree courses on offer and provides support regarding your choice of study.

At the InfoPoints in Bozen-Bolzano and Brixen-Bressanone you can view information material and receive information about the courses. There is also an individual consultation service available.

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

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

- Support during the admission procedure: you are entitled to receive 30% extra time for written entrance examinations. You need to submit an evaluation that documents your learning disorder (diagnosis) to the Advisory Service, Piazza Università 1 – Bozen-Bolzano, either in person by appointment, or via fax (+39 0471 012109), by the application deadline.
The certification provided must have been issued by an institution recognised by your national health service and the diagnosis submitted cannot be accepted if it is more than 3 years old.

- Support while you study: please contact the Advisory Service to discuss any further support you may need throughout your time at the University.

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

STUDY GRANTS AND STUDENT ACCOMMODATION

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

- **Accommodation:** you can apply from Tuesday, **11th April 2017**. We advise you 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. You can find further information regarding registration procedure on 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, you 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 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.unibz.it/en/timetable/>.

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.

2017/18 ACADEMIC CALENDAR

1st session

Application	13.03. - 28.04.2017
Language tests	16. - 17.03.2017 (enrolment by: 10.03.2017) 20.04.2017 (enrolment by: 14.04.2017)
Selection procedure and publication of ranking lists	by 16.05.2017
Payment of the 1st instalment of the fees	by 25.05.2017
Enrolment	24.07. - 13.10.2017*

2nd session

Application	18.05. - 20.07.2017
Language tests	06.06.2017 (enrolment by: 25.05.2017) 10.07.2017 (enrolment by: 04.07.2017)
Selection procedure and publication of ranking lists	by 04.08.2017
Payment of the 1st instalment of the fees	by 24.08.2017
Enrolment	04.08. - 13.10.2017*

Preparatory Course "Mathematics for Economists" (facultative)	28.08. - 09.09.2017
Infodays for Freshers	02.10. - 03.10.2017

Pre-semester	
Intensive language courses	11.09. - 30.09.2017

1st semester	
Classes	02.10. - 22.12.17
Exams (extraordinary session)	11.12. - 22.12.2017
Christmas holidays	23.12.2017 - 07.01.2018
Classes	08.01. - 20.01.2018
Exams (ordinary session)	22.01. - 10.02.2018 (1 st study year) 22.01. - 17.02.2018 (years after the first study year)

2nd semester	
Classes	26.02. - 29.03.2018
Easter holidays	30.03. - 02.04.2018
Classes	03.04. - 17.06.2018
Exams (extraordinary session)	14. - 26.05.2018
Exams (ordinary session)	18.06. - 14.07.2018

Autumn Session	
	27.08. - 15.09.2018 (1 st study year)
Exams (ordinary session)	27.08. - 29.09.2018 (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 15, 2017.

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	by appointment
Student Secretariat Tel. +39 0471 012 200 studsec@unibz.it	Online application, enrolment, tuition fees	Bozen-Bolzano Universitätsplatz/Piazza Università 1 Building B – 1 st floor Office B1.10	Mon + Wed + Fri 10:00 - 12:00 Tue + Thu 14:00 - 16:00
Faculty 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 14:00 - 16:00 Tue 10:00 - 12:00 Thu 10:00 - 12:00 / 14:00 - 16:00 Fri 10:00 - 12:00
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	by appointment
Amt für Hochschulförderung / Ufficio per il Diritto allo Studio universitario 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 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