



# UNIVERSITY OF TRIESTE

## MASTERS PROGRAMMES

### Academic Year 2017/2018

In accordance with art. 3, paragraph 9, of D.M. 270/2004 the following first and second level University Masters Programmes are available at the University of Trieste. For details regarding specific courses, please refer to the Didactic Regulations which are an integral part of this Information Sheet ([www.units.it/master](http://www.units.it/master)).

#### I LEVEL MASTERS

##### SOCIAL SCIENCES AND HUMANITIES

MASTER PROGRAMME TITLE	FEES	MIN/MAX NO. PARTICIPANTS	MAX NO. AUDITING STUDENTS	ECTS	LANGUAGE OF COURSE	LENGTH YEARS	ADMISSION BY
<b>LAW</b>							
<b>EMPLOYMENT LAW AND SOCIAL SECURITY</b> <i>XVI EDITION</i>	€ 2.200,00 *	10/50	-	60	Italian	1	✳qualifications and interview

##### TECHNOLOGICAL – SCIENTIFIC FIELD

MASTER PROGRAMME TITLE	FEES	NUM MIN/MAX ISCRITTI	MAX NO. AUDITING STUDENTS	ECTS	LANGUAGE OF COURSE	LENGTH YEARS	ADMISSION BY
<b>ENGINEERING</b>							
<b>CLINICAL ENGINEERING (MIC - MCE)</b> <i>XV EDITION</i>	€ 2.216,00 – <b>IN INSTALMENTS</b>	10/40	5	60	Italian	1	✳qualifications

##### LIFE AND HEALTH SCIENCES

MASTER PROGRAMME TITLE	FEES	MIN/MAX NO. PARTICIPANTS	MAX NO. AUDITING STUDENTS	ECTS	LANGUAGE OF COURSE	LENGTH YEARS	ADMISSION BY
<b>MEDICAL, SURGICAL AND HEALTH SCIENCES</b>							
<b>PALLIATIVE CARE AND PAIN THERAPY</b> <i>II EDITION</i>	€ 2,416.00 – <b>IN INSTALMENTS</b>	10/25	5	64	Italian	1	Ω qualifications and examinations
<b>NURSING OF SEVERELY INJURED PATIENTS</b> <i>V EDITION</i>	€ 1,200.00 *	10/50	-	67	Italian	2	Ω examinations
<b>PEDIATRIC NURSING</b> <i>III EDITION</i>	€ 2,116.00 – <b>IN INSTALMENTS</b>	5/20	-	60	Italian	1	Ω qualifications and interview
<b>STOMAL THERAPY AND INCONTINENCE MANAGEMENT</b> <i>NEW COURSE</i>	€ 1,096.00 – <b>IN INSTALMENTS</b>	8/20	4	60	Italian	1	Ω qualifications
<b>PET THERAPY: EXPERT IN ASSISTED INTERVENTION WITH ANIMALS - AIA</b> <i>V EDITION</i>	€ 2,416.00 – <b>IN INSTALMENTS</b>	10/18	-	60	Italian	1	Ω qualifications and interview

#### II LEVEL MASTERS

##### SOCIAL SCIENCES AND HUMANITIES

MASTER PROGRAMME TITLE	FEES	MIN/MAX NO. PARTICIPANTS	MAX NO. AUDITING STUDENTS	ECTS	LANGUAGE OF COURSE	LENGTH YEARS	ADMISSION BY
<b>ANCIENT AND MODERN LITERATURE, MODERN LANGUAGES, COMMUNICATION, ARCHAEOLOGY, HISTORY OF ART</b>							
<b>INTERPRETING MUSIC: FOUNDATIONS AND PRACTICE</b> <i>NEW COURSE</i>	€ 2,200.00 – <b>IN INSTALMENTS</b>	10/25	5	60	Italian	1	Ω qualifications and examinations

##### TECHNOLOGICAL – SCIENTIFIC FIELD

MASTER PROGRAMME TITLE	FEES	MIN/MAX NO. PARTICIPANTS	MAX NO. AUDITING STUDENTS	ECTS	LANGUAGE OF COURSE	LENGTH YEARS	ADMISSION BY
<b>ARCHITECTURE</b>							
<b>TOWN CENTRE MANAGEMENT</b> <i>NEW COURSE</i>	€ 3,000.00 – <b>IN INSTALMENTS</b>	15/30	3	60	Italian	1	Ω qualifications
<b>ENGINEERING</b>							
<b>ADVANCED SKILLS IN SAFETY, ENVIRONMENT AND SECURITY AT SEA</b> <i>NEW COURSE</i>	€ 5,016.00 *	10/20	-	100	English	1	✳qualifications and examinations
<b>SPECIALIST MASTERS IN “MANAGEMENT IN CLINICAL ENGINEERING” (SMMCE)</b> <i>XV EDITION</i>	€ 2,616.00 – <b>IN INSTALMENTS</b>	10/40	5	60	Italian	1	✳qualifications
<b>PHYSICS</b>							
<b>MEDICAL PHYSICS</b> <i>V EDITION</i>	€ 2,016.00 *	10/30	2	120	English	2	Ω qualifications
<b>EARTH SCIENCES</b>							
<b>SUSTAINABLE BLUE GROWTH</b> <i>NEW COURSE</i>	€ 3,016.00 *	10/25	-	60	English	1	✳qualifications and interview

##### LIFE AND HEALTH SCIENCES

MASTER PROGRAMME TITLE	FEES	MIN/MAX NO. PARTICIPANTS	MAX NO. AUDITING STUDENTS	ECTS	LANGUAGE OF COURSE	LENGTH YEARS	ADMISSION BY
<b>MEDICAL, SURGICAL AND HEALTH SCIENCES</b>							
<b>ANDROLOGICAL SURGERY AND GENDER IDENTITY DISORDERS</b> <i>IX EDITION</i>	€ 1,216.00 – <b>IN INSTALMENTS</b>	5/8	5	60	Italian	1	Ω qualifications
<b>HYSTEROSCOPIC SURGERY</b> <i>II EDITION</i>	€ 3,516.00 *	5/6	-	60	Italian	1	Ω qualifications
<b>UROLOGIC ANDROLOGIC AND NEPHROLOGIC ECOGRAPHY</b> <i>II EDITION</i>	€ 1,500.00 *	5/10	-	60	Italian	1	In order of enrolment up to max no.
<b>CLINICAL NUTRITION, DIABETES AND METABOLISM: PHYSIOLOGICAL PATHOLOGY AND MULTIDISCIPLINARY MANAGEMENT</b> <i>II EDITION</i>	€ 2,016.00 – <b>IN INSTALMENTS</b>	10/40	-	60	Italian	2	Ω qualifications and interview
<b>TRANSLATIONAL RESEARCH IN RHEUMATOLOGY</b> <i>III EDITION</i>	€ 1,216.00 *	10/20	-	60	Italian	1	Ω qualifications and interview

(\*) A second instalment is in any case required (see art. 7 below)

✘ selections are carried out in any case  
Ω selections are carried out only if the number of candidates is greater than the maximum allowed

On conclusion of the Masters programme, having gained the required credits (minimum 60), a first or second level University Master's certificate is issued.

**There is a set number of students per course, attendance is compulsory and lessons may be attended solely by students enrolled in the course or auditing students.**

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## 1. ADMISSION: REQUIREMENTS AND REGULATIONS

In accordance with art. 3(9), of D.M. 270/2004, for the purposes of matriculation in a University Masters the minimum requirements are:

- for a first level Masters: a three year degree or equivalent qualification;
- for a second level Masters: a degree awarded in accordance with the terms outlined in D.M. 509/99, a specialist degree and/or a Master's degree.

With regard to the specific requirements for the above Master programmes please refer to the **didactic Regulations for each Course**.

**Enrolment in the Masters programme is not compatible with enrolment in another course of studies, except in the cases provided by law.** If a student is admitted and is enrolled in another University course of studies, he/she must self certify that he/she has applied to the University to INTERRUPT/ANNUL the enrolment.

Candidates may apply to be admitted to the Masters programme even if they have not yet attained the qualification, provided they meet the requirements set out in point 3 of this Information Sheet.

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## 2. APPLICATIONS FOR ADMISSION

N.B.: The following enrolment procedures do not apply to auditing students who should follow the instructions in point 5 of this Information Sheet.

Candidates must enrol online, otherwise their applications will not be considered. Enrolments open on **Friday 4 August 2017, and close at 14.00 on Thursday 5 October 2017**. Candidates should:

1. **connect** to the specific online service - <http://www.units.it/esse3/online/> - and log in.
  - a. If a candidate is enrolling for the first time at the University of Trieste they must **register**. On completing registration they should print and keep the record which details their credentials, *user name* and *password*, since they are needed for all further accesses, including any future university career. If there are any problems please refer to <http://www.units.it/credenziali>;
2. **Enrol** for admission following the instructions;
3. **pay the admission fee of € 30.00 by Thursday 5 October 2017**. Payment should be made on completion of the procedure, either on-line by credit card (prepaid also allowed), or by printing the personal payment form (MAV) which may be used for payment at any bank in Italy. Please note that in case of internet- or phone-banking, the date on which the bank makes the payment – which may be later than the date of the order itself – will be considered valid for the purposes of respecting the payment deadline.  
**Other forms of payment are not accepted.**

**Applications for admission to the Masters programme are complete when the screen displays the application/receipt of participation in the admission test and payment of the admission fees (€ 30.00) has been made.**

One or two days after payment log in at <http://www.units.it/esse3/online/> using the credentials received on registration, open the link “*payments*” listed on the left of the screen and check payment status: a green dot under “status” indicates that payment has been registered.

If the payment has not yet been registered, scan the receipt and send it as a PDF file **by 6 October 2017** to the Masters Administration Office – [master@amm.units.it](mailto:master@amm.units.it).

**Admission fees are not reimbursable.**

Applications will be considered undersigned when candidates sign on the day of the examination or on matriculation.

**Candidates who have foreign qualifications** must also provide the Masters Administration Office with a certified copy of their qualification together with a declaration of value (“Dichiarazione di Valore”) issued by the Italian Embassy or Consulate in the country where the qualification has been achieved by **5 October 2017**. As an alternative to the Declaration of Value, the candidate may produce a [statement from any ENIC-NARIC centre \(CIMEA in Italy\)](#) or any other statement issued by foreign official administrative bodies (for example a *Diploma Supplement*, if it is issued by a foreign university).

These documents need to be officially translated into Italian, legalised or provided with an *Apostille* stamp (with the exception of countries with special agreements on legalisation). The Declaration of Value or its equivalent statement shall report the final grade of the candidate's degree and the reference scale for the grade. Failure to produce this information shall result in the lowest grade being attributed.

**Non EU citizens** must also produce their permit of stay.

If documents are not submitted or are submitted after the deadline, students will be admitted on condition that the documents are approved and submitted on matriculation (see point 4). If this condition is not met, students will not be allowed to matriculate.

**Foreign citizens (non EU) who are resident abroad**, before enrolling online as indicated above, must apply for pre-enrolment and request a visa to enter Italy for the purposes of study from the Italian Embassy or Consulate in their country of residence. On arriving in Italy and no later than the deadline for applications for matriculation, candidates must go to the desk for Post Lauream courses, hand in the documents provided by the Consulate and show the receipt proving they have applied for a permit of stay.

For applicants who do not have Internet access, there are two work stations in the Students' Office available during opening times.

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### Physically challenged candidates and candidates with specific learning difficulties

Physically challenged candidates, in accordance with Law no. 104/1992 and successive amendments and additions, may be provided with any aid they need for the admission test and have extra time. Requests and disability certificates – i.e. self-certification in accordance with art. 39 of Law 448/1998 - must be presented at least 15 days before the test to **Servizio Disabilità**, appointment required.

Servizio Disabilità: Address: Piazzale Europa 1, 34127 Trieste, Building A (right wing), basement - tel. 040 558 2570 - fax 040 558 3288 - email: [disabili@units.it](mailto:disabili@units.it) web page: <http://www.units.it/disabili>

Candidates with specific learning difficulties may avail themselves of compensatory tools and/or dispensations according to the condition diagnosed as per Law 170/2010. Requests and diagnoses, which must have been issued no later than three years previously, must be presented at least 15 days before the test to **Servizio DSA**, appointment required.

Servizio DSA: Address: Piazzale Europa 1. 34127 Trieste, Building A (right wing), basement - tel. 040 558 7792 – fax 040 558 3288 – email: [dislessia@units.it](mailto:dislessia@units.it) - web page: <http://www.units.it/disabili>.

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### Admission tests

Please refer to the web page for each Masters programme for information about test dates, locations and timetables.

Candidates will be allowed to take the admission test only if they show a valid personal identity document.

Examination **results** will be published on the University site's official notice board ([www.units.it/ateneo/albo](http://www.units.it/ateneo/albo)) and on [www.units.it/master](http://www.units.it/master) under "Corsi attivati".

Candidates will not be informed of their results individually; publication on line is considered official notification.

**For the Didactic Regulations of each Masters programme and all other information please refer to the internet site of the University of Trieste, [www.units.it/master](http://www.units.it/master) under "Corsi attivati".**

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## 3. STUDENTS WHO HAVE NOT YET GRADUATED: HOW TO APPLY

Students enrolled in a first/second level course of studies for academic year 2016/17 may apply for admission to a Masters programme provided they attain their degree **by the date on which the didactic activities of the Masters programme start up**;

Students who, by the deadline set for admission, **fail to attain their degree solely because they have not taken the final examination**, may apply conditionally for admission. To this regard the candidates, having completed the procedures for admission as per point 2 of this Information Sheet, must provide the Master Administration Office with a statement to this effect, a facsimile is available on [www.units.it/master](http://www.units.it/master) under "Corsi attivati".

This will allow the student to be considered for any places which are vacant once matriculations have been completed, on condition that the student attains their degree **by the date on which the didactic activities start up**.

Eligible candidates will be included in a *separate ranking list*.

If there are places available **once matriculations have been completed** the Board of the Master programme **might consider** re-opening matriculations solely for the above mentioned candidates. Students included in the *separate ranking list* may apply for matriculation, in order of ranking, following the procedure detailed in point 4 below.

Terms regarding any re-opening of matriculations will be notified at a later date.

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## 4. APPLICATION TO MATRICULATE

**N.B.:** to enrol as auditing students, **in courses that allow so**, please refer to point 5 of this Information Sheet.

**Matriculation deadlines for individual Masters Programmes will be disclosed upon publication of the list of admitted candidates.**

For further information on the online procedure, please refer to the webpage [www.units.it/master](http://www.units.it/master), under "Master 2017/2018: PROCEDURE DI IMMATRICOLAZIONE".

Enrolment applications must be submitted **exclusively online**.

Upon matriculation, students must have terminated or interrupted any other University or tertiary education careers.

Prior to starting the online procedure, students need to prepare the following documents, which are then to be uploaded:

- **double-sided copy of a valid ID** (identity card, driving licence or passport) and **tax code** (tax code card or health insurance card), unless already included in the electronic identity card. The copies must be sent as a **single PDF file**;
- **one passport-sized photograph** (dimensions 35 x 40 mm = 132x151 pixel). File formats allowed are JPEG (.JPG) and BITMAP (.BMP); the size of the file must not exceed 2 Mb;
- **supplementary form**, available on [www.units.it/master](http://www.units.it/master) under "Master 2017/2018: PROCEDURE DI IMMATRICOLAZIONE", which is to be filled in, signed and scanned as a **PDF file**.

Candidates who are entitled to matriculate should:

1. **connect** to [www.units.it/esse3/online](http://www.units.it/esse3/online) and login with the access credentials (username and password) assigned upon admission;
2. **follow** the procedure of matriculation, providing the required data and the aforementioned attachments;
3. **pay** the first instalment of taxes and fees **directly online** with credit card (prepaid also allowed), **view** the status of the payment clicking on the "payment" link on the left of the screen to ensure the operation was successful (the green dot testifies the payment has been registered).  
Alternatively, only if online payment with credit card is not possible, students can print the pre-filled MAV and carry out the payment at a bank **no later than the matriculation deadline**.

By that same deadline, students must send the payment receipt to [master@amm.units.it](mailto:master@amm.units.it), specifying in the subject line *Surname and First Name, matriculation fee for Masters Programme on...*, detailing the name of the course of choice.

Please note that in case of internet- or phone-banking, the date on which the bank makes the payment – which may be later than the date of the order itself – will be considered valid for the purposes of respecting the payment deadline.

**No other payment methods are allowed.**

The online procedure is thus finished. The matriculation application sent via computer system can be viewed clicking on "*pdf riepilogo immatricolazione*". The application and the attached uploaded documents **must not** be presented to the Masters Administration Office.

**Matriculation to the Masters Programme is finalised upon payment of the first instalment of the enrolment fee. Lacking such payment, matriculation will not be carried out.**

**Non EU citizens** holding an Italian qualification must present their permits of stay to the Masters Administration office by the matriculation deadline.

**Candidates holding a foreign qualification**, who have not yet produced the required documentation (see point 2, Applications for Admission), must provide the Post Lauream office with the documents strictly **before they start the online matriculation procedure**.

Candidates who have been admitted to the Masters programme, but do not abide by the aforementioned procedures and deadlines, shall be considered as students who have **withdrawn** from their academic career; any vacancy shall be assigned to eligible candidates following the ranking list order. The list of vacancies due to withdrawal and the names of replacing eligible candidates shall be published on [www.units.it/master](http://www.units.it/master) under "Corsi attivati", clicking the Masters programme of choice, within one week after the matriculation deadline. Any such candidates must complete their matriculation application by the deadline reported in the vacancy notice. Eligible candidates who do not abide by aforementioned terms and procedures shall **lose their status as students** for all intents and purposes.

The **documents produced upon the admission application** (publications, dissertations, etc.) will be available for candidates to collect **after thirty days** from the publication of the ranking list. If documents are not collected within three months, they shall be permanently filed away.

### Student Card and University email account

As matriculation is completed, a *Student Card* is issued. Students will be notified on how to collect them by email and by publication on [www.units.it/master](http://www.units.it/master) under "Student card".

Upon matriculation, the student is assigned a personal university email account, to be accessed with the credentials issued during the admission procedure, which shall be the main method of communication between University and students.



## 5. ENROLLING AS AUDITING STUDENTS

Enrolment as auditing students is possible only for specific courses (see table above) and only for courses which have reached the minimum number of students to start.

Candidates must express their interest in being admitted as auditing students sending an e-mail to [master@amm.units.it](mailto:master@amm.units.it), writing "ISCRIZIONE UDITORI – MASTER IN ..." in the subject line, strictly by **5 October 2017**.

Candidates shall be admitted depending on the order of arrival of their applications, until the maximum number of students allowed is reached.

Auditing students will need to pay 25% of the enrolment fee for the Course. Enrolment fees are not reimbursable.

Since auditing students are not considered in the minimum number of students required for the course to start, the Administration Office shall inform the concerned parties about the enrolment procedure after the matriculation deadline has passed.

At the end of the Course, auditing students shall receive an "Attendance Certificate".

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## 6. ENROLMENT AS SUPPLEMENTARY-YEAR STUDENTS

Students who enrolled to the same Masters Programme in academic year 2016/2017 and have met the minimum attendance requirements, but have not yet achieved the Masters Programme degree since they have not yet taken all required exams or still need to take the final examination, may enrol as supplementary-year students. Enrolment requires submission of an application form.

Attendance, exams, internships and ECTS that students have already acquired are automatically acknowledged. The application form can be downloaded from [www.units.it/master](http://www.units.it/master) under "Modulistica" and must be signed and sent by email to [master@amm.units.it](mailto:master@amm.units.it) together with a double-sided scan of an identity document by **14.06.2018**.

The tuition fee amounts to € 1016.00 plus Regional Tax (see point 7 below) and must be paid by 21.06.2018.

Penalty surcharges will be applied to all documents submitted after the deadlines, as detailed in point 7 below.

**Enrolled candidates will lose their status as students unless they graduate within the last exam session of the supplementary-year.**

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## 7. TAXES, FEES AND GENERAL INFORMATION

To know the total amount of tuition fees, **inclusive of stamp duty**, for each Masters programme please refer to page 1. The total cost for the Course results from these fees plus the regional tax (which can vary from € 120.00 to € 160.00) and the all-inclusive tuition fee (€ 40.00).

For Masters programmes where the enrolment fee **cannot** be paid in instalments, the **first instalment**, to be paid upon matriculation, results from the fee reported in the table above plus the lowest regional tax (€ 120.00).

For Master programmes where the enrolment fee **can** be paid in instalments, the **first instalment**, to be paid upon matriculation, is 50% of the matriculation fee plus the lowest regional tax (€ 120.00).

For all courses, the **second instalment, settling the fee**, is to be paid by **26.04.2018** and includes: all-inclusive tuition fee, any balance of the Regional Tax and, for masters programmes where it is possible to pay in instalments, the final 50% of the matriculation fee.

The regional tax can vary **from a minimum of €120.00 to a maximum of € 160.00, depending on the 2017 ISEE certification** (Indicatore della Situazione Economica Equivalente - Equivalent Economic Status Indicator) **for University**. The first instalment always includes the minimum Regional Tax, €120.00, and any balance is calculated in the second instalment.

### Amount of Regional Tax based on the ISEE Certification for University:

The amount of the Regional Tax is established based on the 2017 ISEE certification for University. The tax is levied by the University on behalf of Region Friuli Venezia Giulia and amounts to:

- € 120.00 if calculated based on a 2017 ISEE certification for University under or equal to € 23,000.00;
- € 140.00 if calculated based on a 2017 ISEE certification for University from € 23,000.01 to € 46,000.00;
- € 160.00 if calculated based on a 2017 ISEE certification for University higher than € 46,000.00 and for those who do not submit a 2017 ISEE certification for University.

The 2017 ISEE certification for University can be requested at any CAF – Centro di Assistenza Fiscale (government office for tax assistance) or acquired online on the INPS (Italian National Institute for Social Security) website (a Pin code issued by INPS is needed).

For students holding a permit of stay for humanitarian reasons, subsidiary protection or political asylum in Italy and for stateless students, the ISEE certification will consider only income and assets owned in Italy.

Should the student already hold a valid ISEE certification, he/she only need to request a more recent ISEE certification, namely a ISEE Corrente (Current ISEE). The ISEE Corrente is issued only if the employment situation of one or more components of the household has changed and the general income status of the household differs for more than 25% from the previous ISEE certification. The ISEE Corrente can be issued also for ISEE for University.

The ISEE Corrente is valid for 2 months after submission; therefore, it must be requested from 2 November 2017 to 31 December 2017. Students shall send an email to [fasse.studenti@amm.units.it](mailto:fasse.studenti@amm.units.it) (via the University email account) to notify they have requested a ISEE Corrente for University.

**STUDENTS ARE AWARE THAT, UPON THEIR ENROLMENT OR MATRICULATION IN ACADEMIC YEAR 2017/2018, THE UNIVERSITY IS AUTHORISED TO ACCESS THE DATA PROVIDED BY THE ISEE CERTIFICATION FOR UNIVERSITY AVAILABLE IN THE DATA BANK**

### Deadline to establish the amount of the Regional Tax:

The ISEE certification for University must be submitted by 31 December 2017.

To establish the amount of the regional tax for academic year 2017/2018 the ISEE certification for University submitted after 31 December 2017 shall and will not be considered.

Tuition fees are owed to the maximum and with no reduction in the following cases:

- a. students who failed to submit the 2017 ISEE certification for University by 31 December 2017;
- b. students who are entitled to taxes and fees reductions based on a false or misleading ISEE certification.

### Other fees and surcharges:

- **All-inclusive tuition fee: € 40.00.**
- **Penalty surcharge for supplementary years**, as per point 6 above: **€ 1,016.00** stamp duty included.
- **Penalty surcharges** for payments carried out after the deadline and for any other delay: **€ 30.00** for a delay of less or equal to 20 days and **€ 100.00** if the delay is over 20 days.
- **Charge for reprinting the student card: € 30.00.**
- **Fee for enrolment to Individual Courses: € 40.00** per ECTS.

Students shall be notified when fees and taxes are registered by automatic e-mail sent to their university email account; they shall not be notified individually.

## 8. SINGLE COURSES: HOW TO ENROL

Enrolment to single courses is allowed up to maximum of 36 ECTS per year for all students who hold a suitable qualification to be admitted to the Masters programme of choice. Enrolment is subject to previous evaluation from the Masters Programme Council or Director. Any credit acquired from single courses within the Masters programme may be taken into consideration in case of enrolment in other university courses.

The enrolment fee for single courses is € 40.00 per ECTS.

Enrolment applications can be found on [www.units.it/master](http://www.units.it/master) under "Modulistica" and must be presented **no later than the beginning of didactic activities**.

## 9. UNIVERSITY STAFF: REDUCTIONS ON TUITION FEES

From academic year 2017/2018, students who are employed as technical or administrative staff at the University shall benefit of a reduction in the tuition fee which is established every year by the Administration Board.

The concerned parties shall be notified of the enrolments procedures.

## 10. ACCESS TO DOCUMENTS, DATA PROCESSING AND PERSON RESPONSIBLE FOR ADMINISTRATIVE PROCEEDINGS

With regard to the University institutional purposes and especially for this competitive exam, any personal data collected shall be processed also via computer system, pursuant to article 13 of D.Lgs. 196/2003. It may also be used in aggregated form and for statistical purposes by the Ministry of Education, University and Research. Provision of personal data is mandatory in order to compile the ranking list; failing to do so will result in being disqualified from the competition. The University may process any personal data concerning its institutional duties even without previous agreement from the concerned party, within the limits set by Code and regulations (art. 18 D.Lgs 196/2003).

Students may ask to access any data they have provided, in compliance with art. 7 of D.Lgs. 196/2003.

Access to all documentation relative to the public competition is guaranteed to all candidates, pursuant to applicable laws (Law 241/1990 and subsequent amendments and D.P.R. 184/2006).

Data controller is the University of Trieste – P.le Europa, 1 – 34127 Trieste.

Pursuant to Law 241/1990 and subsequent amendments and additions, the person responsible for administrative proceedings is the Head of the Postlauream Office at the University of Trieste.

## 11. FINAL PROVISIONS AND INFORMATION

For any and all information regarding the student's career, please refer to the [Regolamento in materia di Master universitari di I e II livello, Corsi di perfezionamento, Corsi di alta formazione permanente e ricorrente](#).

This Information Sheet and its ranking lists are published on the Official University Notice Board ([www.units.it/ateneo/albo](http://www.units.it/ateneo/albo)) and on [www.units.it/master](http://www.units.it/master).

Any notice is available on [www.units.it/master](http://www.units.it/master).

Publication on line is considered official notification. Candidates will not be notified individually

**For any other information which is not specified in this Sheet, please refer to applicable laws and provisions in effect at the University of Trieste.**

Information	
<b>Address:</b>	Settore Servizi agli Studenti e alla Didattica Ufficio Post lauream Servizio Master Piazzale Europa, 1 34127 Trieste (I)
<b>Opening Hours:</b>	<a href="#">TIMETABLE</a>
<b>Phone:</b>	+39 040 558 3094
<b>Phoning hours:</b>	from 12:00 to 13:00 from Monday to Thursday
<b>fax</b>	+39 040 558 3100
<b>Certified e-mail</b>	<a href="mailto:ateneo@pec.units.it">ateneo@pec.units.it</a>
<b>e-mail</b>	<a href="mailto:master@amm.units.it">master@amm.units.it</a>
<b>website</b>	<a href="http://www.units.it/master">www.units.it/master</a>

Trieste, 31 July 2017