



UNIVERSITY OF TRIESTE

MASTER PROGRAMMES

Academic Year 2019/2020

In accordance with art. 3, paragraph 9, of D.M. 270/2004 the following first and second level University Master 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).

I LEVEL MASTERS SOCIAL SCIENCES AND HUMANITIES

MASTER PROGRAMME TITLE	FEES	MIN/MAX NO. PARTICIPANTS	MAX NO. AUDITING STUDENTS	ECTS	LANGUAGE OF COURSE	LENGTH	ADMISSION BY
ECONOMICS AND MANAGEMENT							
COFFEE ECONOMICS AND SCIENCE "ERNESTO ILLY" <i>X EDITION – INTERUNIVERSITY</i>	€ 15,000.00 – IN INSTALMENTS	10/30	-	60	English	1 year	Ω to be defined
LAW							
LABOUR AND SOCIAL WELFARE LAW <i>XVIII EDITION</i>	€ 2,240.00 *	10/50	-	60	Italian	1 year	※ qualifications and interview

TECHNOLOGY AND SCIENCE

MASTER PROGRAMME TITLE	FEES	MIN/MAX NO. PARTICIPANTS	MAX NO. AUDITING STUDENTS	ECTS	LANGUAGE OF COURSE	LENGTH	ADMISSION BY
ARCHITECTURE							
NAUTICAL AND NAVAL INTERIOR DESIGNING <i>NEW COURSE</i>	€ 3,056.00 *	10/20	10	75	Italian	1 year	Ω qualifications and exams
ENGINEERING							
CLINICAL ENGINEERING (MIC - MCE) <i>XVII EDITION</i>	€ 2,256.00 – IN INSTALMENTS	10/40	5	60	Italian	1 year	※ qualifications

LIFE AND HEALTH SCIENCES

MASTER PROGRAMME TITLE	FEES	MIN/MAX NO. PARTICIPANTS	MAX NO. AUDITING STUDENTS	ECTS	LANGUAGE OF COURSE	LENGTH	ADMISSION BY
MEDICAL, SURGICAL AND HEALTH SCIENCES							
NURSING MANAGEMENT OF PATIENTS WITH DIFFICULT LESIONS <i>VI EDITION</i>	€ 1,240.00 *	10/50	-	67	Italian	2 years	Ω written tst
COMMUNITY-BASED AND GERIATRIC NURSING <i>NEW COURSE</i>	€ 1,190.00 *	15/25	-	78	Italian	2 years	Ω qualifications and interview
HEALTH CARE MANAGEMENT OF OSTOMATES AND INCONTINENT PATIENTS <i>III EDITION</i>	€ 1,136.00 – IN INSTALMENTS	6/20	4	60	Italian	1 year	Ω qualifications
SPECIALIST MASTER IN PAEDIATRIC NURSING <i>V EDITION</i>	€ 2,140.00 – IN INSTALMENTS	5/15	-	60	Italian	1 year	Ω qualifications and interview
COMMUNITY-BASED MENTAL HEALTH CARE: SERVICES BASED ON RIGHTS AND POINTING AT RECOVERY <i>NEW COURSE</i>	€ 1,856.00 – IN INSTALMENTS	15/35	5	60	Italian	2 years	Ω qualifications and interview

II LEVEL MASTER PROGRAMMES TECHNOLOGY AND SCIENCE

MASTER PROGRAMME TITLE	FEES	MIN/MAX NO. PARTICIPANTS	MAX NO. AUDITING STUDENTS	ECTS	LANGUAGE OF COURSE	LENGTH	ADMISSION BY
ARCHITECTURE							
TOWN CENTRE MANAGEMENT <i>II EDITION</i>	€ 3,056.00 – IN INSTALMENTS	10/30	3	60	Italian and English	1 year	Ω qualifications
ENGINEERING							
ADVANCED SKILLS IN SAFETY, ENVIRONMENT AND SECURITY AT SEA <i>II EDITION</i>	€ 3,856.00 – IN INSTALMENTS	10/20	10	60	Italian and English	1 year	Ω qualifications and exams
DATA PROCESSING OFFICER (DPO) <i>NEW COURSE</i>	€ 2,056.00 – IN INSTALMENTS	12/50	5	60	Italian	1 year	Ω qualifications
ROBOTICS <i>II EDITION</i>	€ 3,540.00 *	10/20	-	60	English	1 year	Ω qualifications
SPECIALIST MASTER OF "MANAGEMENT IN CLINICAL ENGINEERING" (SMMCE) <i>XVI EDITION</i>	€ 2,556.00 – IN INSTALMENTS	10/40	5	60	Italian and English	1 year	※ qualifications
PHYSICS							
MEDICAL PHYSICS <i>VII EDITION</i>	€ 2,056.00 *	10/30	2	120	English	2 years	Ω qualifications
EARTH SCIENCES							
SUSTAINABLE BLUE GROWTH <i>III EDITION</i>	€ 3,056.00 *	10/25	-	60	English	1 year	※ qualifications and interview

LIFE AND HEALTH SCIENCES

MASTER PROGRAMME TITLE	FEES	MIN/MAX NO. PARTICIPANTS	MAX NO. AUDITING STUDENTS	ECTS	LANGUAGE OF COURSE	LENGTH	ADMISSION BY
MEDICAL, SURGICAL AND HEALTH SCIENCES							
ANDROLOGICAL SURGERY AND GENDER DYSPHORIA <i>XI EDITION</i>	€ 1,256.00 – IN INSTALMENTS	5/8	5	60	Italian	1 year	Ω qualifications
LAPAROSCOPIC SURGERY IN GYNECOLOGY <i>NEW COURSE</i>	€ 3,556.00 *	5/5	-	60	Italian	1 year	Ω qualifications
ANDROLOGICAL AND NEPHROLOGICAL UROLOGICAL ULTRASOUND <i>IV EDITION</i>	€ 1,556.00 – IN INSTALMENTS	5/10	-	60	Italian	1 year	Order of enrolment
CLINICAL NUTRITION, DIABETES AND MATABOLISM: PHYSIOLOGICAL PATHOLOGY AND MULTIDISCIPLINARY MANAGEMENT <i>III EDITION</i>	€ 2,056.00 – IN INSTALMENTS	10/40	2	60	Italian	2 years	Ω qualifications
COMMUNITY-BASED MENTAL HEALTH CARE: PLANNING AND ORGANISATION OF SERVICES IN ACCORDANCE TO WHO GUIDELINES <i>NEW COURSE</i>	€ 2,556.00 – IN INSTALMENTS	10/20	5	60	Italian	2 years	Ω qualifications and exams

(*) A second instalment is required in any case (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 Master programme, having gained the required credits (at least 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.

1. ADMISSION: REQUIREMENTS AND REGULATIONS

In accordance with art. 3(9), of D.M. 270/2004, the minimum requirements to matriculate in a University Master Programme are the following:

- for a first level Master Programme: a three year degree or equivalent qualification;

- for a second level Master Programme: 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 Master programmes 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 Master programme even if they have not yet attained the qualification, provided they meet the requirements set out in point 3 of this Information Sheet.

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 **at 9:00 on Friday 9th August 2019, and close at 14.00 on Thursday 14th October 2019**. Candidates should:

1. **connect** to the specific online service - <https://esse3.units.it/Home.do> - and log in.

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 € 30.00 admission fee by Thursday 14th October 2019** via the online platform PagoPA. For instruction of how to use PagoPa, please refer to "[F.A.Q. PagoPa® e modalità di pagamento tasse universitarie](#)", which can be found at "Studenti → Tasse e agevolazioni → Modalità di pagamento".

If payment for a student is carried out by a third party (institution or company), please contact the Administrative Office of the University at master@amm.units.it by the deadline of 14th October 2019.

Payment status can be checked through the link "Payments" from the online services (a green light indicates successful accreditation, the website is updated in real time).

Forms of payment not provided for by the Esse3 system are not accepted.

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

Admission fees are not reimbursable.

Applications shall be considered undersigned when candidates sign them on the day of the examination or, if no examination is required, on matriculation.

Candidates who have foreign qualifications must also provide the Master Programmes Administration Office with 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) by **14th October 2019**. Cimea has an agreement with UniTS which guarantees the statement of equivalence is issued with 15 days. In order to receive the statement, please refer to the following website: <http://cis.cimea.it/units/>.

As an alternative, candidates may produce 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.

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 these 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, should they result suitable, shall submit them 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, two work stations are available in the Students' Office during opening times.

Physically challenged candidates and candidates with specific learning difficulties

In accordance with Law no. 104/1992, physically challenged candidates and/or candidates with a =>66% disability 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.

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.

Admission tests

Please refer to the web page for each Master 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) and at 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 Master programme and all other information, please refer to the internet site of the University of Trieste, www.units.it/master under "Corsi attivati".

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

Students enrolled in a first/second level course of studies for academic year 2018/19 may apply for admission to a Master programme provided they attain their degree **by the date on which the didactic activities of the Master programme start up, as listed in point 1 of each Master Programme Didactic Regulation.**

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 under "Modulistica student".

This will allow the student to be considered for any vacancy which may be vacant once matriculations have been completed, on condition that the student attains their degree **by the date on which the didactic activities start up, as listed in point 1 of each Master Programme Didactic Regulation.**

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.

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 Master 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, under "Master 2019/2020: 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 digital 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 at www.units.it/master under "Master 2019/2020: 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 <https://esse3.units.it/Home.do> 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;
1. **pay** the first instalment of taxes and fees **directly online** via the online platform PagoPA. For instruction of how to use PagoPA, please refer to "[F.A.Q. PagoPa® e modalità di pagamento tasse universitarie](#)", which can be found at "Studenti → Tasse e agevolazioni → Modalità di pagamento".

If payment for a student is carried out by a third party (institution or company), please contact the Administrative Office of the University at master@amm.units.it by the deadline of 14th October 2019.

Payment status can be checked through the link "Payments" from the online services (a green light indicates successful accreditation, the website is updated in real time).

Forms of payment not provided for by the Esse3 system are not accepted.

Matriculation to the Master 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 Master 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 Master 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 at www.units.it/master under "Corsi attivati", clicking the Master 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 at Post Lauream Office **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, University email account and videotraining on Safety

As matriculation is completed, a *Student Card* is issued. Students will be notified on how to collect them by email and by publication at 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**.

Following completion of matriculation by the Administrative Office, students must follow the videotraining on safety (available at www.units.it/master, under "Formazione sicurezza"), which is compulsory to access didactic activities.

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, writing "ISCRIZIONE UDITORI – MASTER IN ..." in the subject line, strictly by **14th October 2019**.

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".

6. ENROLMENT AS SUPPLEMENTARY-YEAR STUDENTS

Students who enrolled to the same Master Programme in academic year 2018/2019 and have met the minimum attendance requirements, but have not yet achieved the Master 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. The application form (which can be downloaded from www.units.it/master under "Modulistica") must be signed and sent by email to master@amm.units.it together with a double-sided scan of an identity document **by 11.06.2020**.

Attendance, exams, internships and ECTS that students have already acquired are automatically acknowledged.

The tuition fee amounts to € 1,016.00 plus the lowest Regional Tax (see point 7 below). The first instalment must be paid **by 18.06.2020**. **The deadline for the second instalment, equal to any balance of the Regional Tax, shall be notified at a later date.**

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 their enrolment application is submitted strictly by 30.09.2020 or graduate within the last exam session of the supplementary-year.

7. TAXES, FEES AND GENERAL INFORMATION

To know the total amount of tuition fees, **inclusive of stamp duty paid virtually**, for each Master programme please refer to page 1. These amounts are **fixed** and no reduction is provided subject to the ISEE certification (Indicatore della Situazione Economica Equivalente - Equivalent Economic Status Indicator).

The fees provided for the Course results from these fees plus the regional tax, which can vary from € 120.00 to € 160.00, subject to the ISEE certification.

For Master 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 **26.03.2020** and includes any balance of the Regional Tax and, for master 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 2019 ISEE certification for University**. The first instalment always includes the minimum Regional Tax, €120.00; 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 2019 ISEE certification for University.

The tax (levied by the University on behalf of Region Friuli Venezia Giulia) amounts to:

- € 120.00 if calculated based on a ISEE certification for University under or equal to € 23,508.78;
- € 140.00 if calculated based on a ISEE certification for University from € 23,508.79 to € 47,017.56;
- € 160.00 if calculated based on a ISEE certification for University higher than € 47,017.56 and for those who do not submit a ISEE certification for University.

The 2019 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 1st September 2019 to 31 December 2019. Students shall send an email to tasse.studenti@amm.units.it to notify they have requested a ISEE Corrente for University (N.B.: notification must be presented via the University email account ONLY if the specific "ISEE Corrente" is issued. If a standard ISEE certification for University is issued, it shall NOT be notified by email).

Access to ISEE certification data

During the online enrolment or, for those who have already enrolled, upon their accessing their personal Esse3 pages, students will be required to allow/not allow the University to access the INPS data bank and download the ISEE certification data. If access is not granted, the highest Regional Tax shall be applied.

Deadline to establish the amount of the Regional Tax

The ISEE certification for University must be requested from 1st September 2019 and submitted strictly by 31 December 2019.

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

- a. students who failed to request the 2019 ISEE certification for University at the relevant offices by 31 December 2019;
- b. students who are entitled to taxes and fees reductions based on a false or misleading ISEE certification.

Other fees and surcharges:

- **Penalty surcharges** for payments carried out after the deadline and for any other delay: **€ 30.00** for a delay of less or equal to 30 days and **€ 100.00** if the delay is over 30 days.
- **Charge for reprinting the student card: € 30.00.**
- **Fee for enrolment to Individual Courses: € 40.00** per ECTS (max 36).

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 Master programme of choice. Enrolment is subject to previous evaluation from the Master Programme Council or Director. Any credit acquired from single courses within the Master 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 at 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

Students who are employed as technical or administrative staff at the University shall benefit from a reduction in the tuition fee which is established every year by the Administration Board.

The concerned parties shall follow the enrolment procedure as described in point 2 of this Information Sheet and send an email at master@amm.units.it. Upon receipt of the email, the Post Lauream Office shall notify any following procedures.

10. REGION FRIULI VENEZIA GIULIA: VOUCHERS TO TAKE PART IN MASTER PROGRAMMES



As part of Programme 70/17 – “Voucher per la partecipazione a master post laurea presso le Università della regione FVG” (Vouchers to take part in postgraduate Master Programmes at the Universities of Region FVG), Regione Autonoma Friuli Venezia Giulia issued a notice with Decree no. 3669/LAVFORU dated 8th April 2019 and further integrated with Decree no. 6001/LAVFORU dated 26th May 2019, by which it started the procedures meant to provide financial support and reduce enrolment fees for I and II level Master Programmes held at the Universities in the Region.

These measures aim at facilitating access to higher education, in order to contribute to align higher, postgraduate education and the requirements of the productive sector as far as knowledge and skills are concerned, while at the same time increasing the appeal of the Universities in the Region. The University of Trieste requested to take part in the venture and its project is being assessed by the relevant Offices.

Further information will be published at www.units.it/master, under “Voucher per la partecipazione a master”, as soon as it will be available.

11. STUDY PLANS

Study plans are drafted pursuant to the criteria provided for by the Master’s Didactic Regulation. The Master Programme Council can approve study plans with a higher number of ECTS than what necessary to achieve the degree (up to 6 extra ECTS), in order to avoid splitting didactic activities and allocate the relative exceeding ECTS.

The Master Programme Council can consider any learning activity carried out at University as ECTS useful to complete the Master Programme, thus reducing the required study load, as long as they are coherent with the learning objectives and the contents of the Course and **as long as the ECTS in question are not part of the study path of the degree required to access the Master Programme**.

The application form, available at www.units.it/master under “Modulistica”, must be filled in and sent by email by the enrolment deadline, **exclusively** at the following email address master@amm.units.it. Any applications for amendments in the study plans submitted after the deadline shall not be taken into consideration.

Students must take only exams included in their study plan; any other exam shall be considered null.

12. ENROLMENT TO SECOND YEAR (Two-year Programmes – students enrolled in a.y. 2018/2019)

In order to complete the enrolment to the second year, students must pay the Regional Tax and the stamp duty strictly **by 19.12.2019**.

The second instalment, equal to any balance of the Regional Tax, shall be paid **by 26.03.2020**.

Students shall be notified when fees and taxes are registered with an automatic e-mail sent to their university email account. They will not be notified individually. For recalculation of the Regional Tax, please refer to point 7 above.

Any documentation presented after the deadline will be subject to penalty surcharges.

13. DATA PROCESSING

Pursuant to art. 13 of EU Regulation 2016/679, any personal data provided by the candidates shall be processed, saved and filed also digitally by the University of Trieste for any purpose connected with the selection process herewith detailed.

Provision of personal data is mandatory in order to assess requirements; failing to do so will result in being disqualified from the competition.

Data controller is the University of Trieste, - Trieste, Piazzale Europa 1.

The data processed for the purposes above will be communicated or will in any case be accessible to the employees and their associates of the relevant University offices, suitably instructed by the data controller.

The University may communicate the personal data also to other public administrations, should they need to process the same data for their operations, or to any other public institution that must be notified as per any Community law, local legislation or regulation, as long as the relevant conditions apply.

Any personal data collected by the University is managed and filed on servers within the University and/or on external servers of providers of any service which is necessary for technical and administrative management. These third parties may be privy to the personal data of the candidates, only within the scope of the service they provide, and shall be appointed as Data Processing Officers, pursuant to art. 28 of the Regulation.

Candidates are granted the rights provided for in articles 15-21 of the abovementioned European Regulation and, especially, the right to access their data, ask amendments, integrations and deletion, as well as require limitation of data processing.

14. ACCESS TO DOCUMENTATION AND PERSON RESPONSIBLE FOR ADMINISTRATIVE PROCEEDINGS

Where available, access to all documentation relative to the selection is guaranteed to all candidates, pursuant to applicable laws (Law 241/1990 and D.P.R. 184/2006).

Pursuant to Law 241/90, the person responsible for administrative proceedings is the Head of the Postlauream Office at the University of Trieste

15. 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) and on www.units.it/master.

Any notice concerning admissions, enrolments and fees are available on www.units.it/master. Publication on line is considered official notification and candidates shall 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	
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