



FREIE UNIVERSITÄT BOZEN
LIBERA UNIVERSITÀ DI BOLZANO
FREE UNIVERSITY OF BOZEN - BOLZANO

Fakultät für
Wirtschaftswissenschaften

Facoltà di
Economia

School of
Economics and Management

Study Manifesto

MASTER OF SCIENCE IN GLOBAL MANAGEMENT AND MARKETS

2008/2009 Academic Year

Subject to change

20.02.2008

EDUCATIONAL OBJECTIVES AND STUDY REGULATIONS

The MSc in Global Management and Markets aims to train professionals, experts and economists whose academic career will allow them to operate in the public and private sectors both at a national and international level.

The Master's degree course comprises 300 credits (Credit Points = CP) - the 180 credit points gained in the first cycle are included - and has a duration of two years. Every year of the course is subdivided into two semesters.

LANGUAGES USED IN TEACHING

The languages used in teaching are German, Italian and English. The individual courses are held in just one of the three official languages though the lecturer reserves the right to use the other two languages for certain parts of the course. In any case, the final examination must be held in the official language of the course. Students are unable to take exams in a language until they have certified, as an admission requirement, their knowledge in that language.

POSSIBLE CAREER OPPORTUNITIES

Graduates will be able to follow a managerial career or an entrepreneurship in business and economics sectors. The course has also been designed to provide graduates with the skills necessary to deal effectively with problems in companies, particularly from the management level and from the controlling and change management perspective. Finally the course prepares students for further study.

Major in Entrepreneurship

For the 2008/2009 academic year the School Council offers the major in Entrepreneurship.

The Major is for students interested in starting up a new company or developing one already existing. The course is designed to allow students to develop their own ideas for the creation, development and success of the company.

The course will also examine the practical steps necessary for the creation of a company from legal, organizational and administrative viewpoint.

The courses of the first year cover advanced topics in industrial economics, international economics, general management, marketing, finance and quantitative methods for entrepreneurial analysis and control, while the second year gives the possibility to focus on specialised topics offered in the area of entrepreneurship.

ADMISSION REQUIREMENTS

For the academic year 2008/2009, the Free University of Bozen/Bolzano sets the total of the available study places for the Master in Global Management and Markets as follows:

1st session		2nd session		Total	
EU citizens	non-EU citizens	EU citizens	non-EU citizens	EU citizens (and citizens given parity of treatment)	non-EU citizens (resident abroad)
12	9	8	1	20	10

Concurrent enrolment at several universities or in several courses at the same university is not allowed.

Candidates are eligible to enrol for the Master in Global Management and Markets if they possess the following qualifications:

- Undergraduate degree (*)
- Other degrees or qualifications awarded abroad and recognized as equivalent to an Italian undergraduate degree.

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

The maximum number of debits possible for enrolment on the Master's degree course is **100**.

Students who have a three-year undergraduate degree in Economics and Management Sciences, major in Economics and Management with 180 credit points, will have the entire degree recognised as an admission requirement for access to the MSc course (**see appendix).

Candidates who do not yet possess the required qualification can pre-enrol if they have gained at least 130 CP (Italian University Credit Points) and under condition that they acquire the required qualification by the deadline for enrolment, otherwise they will be unable to finalise enrolment procedures.

In order to pre-enrol, candidates must enclose a certificate that states that they have passed exams for 130 credit points at their university. A committee will then evaluate these exams and the Faculty requires that at least 80 credit points can be recognized for the enrolment.

Details including all necessary documents are available through the homepage www.unibz.it/economics.

SELECTION PROCEDURE AND ADMISSION RANK LIST

The selection procedure consists in the evaluation of a **dossier**, written in German, Italian or English, by an application committee. This dossier must be sent by every student together with their pre-enrolment form. The dossier is composed of following documents:

- study curriculum: a certificate that lists the exams sat (this should be translated into English if in a language other than German, Italian or English), marks and date of exams, credits, hours of course (in the event that this is from a foreign university, a document issued by the university is also required that states the minimum and maximum pass marks available);
- official translation of the report cards into English, Italian or German if needed;
- a personal statement letter that is no longer than one side of typed A4, in which the candidate explains why he/she would like to enrol for this degree programme;
- language certificates recognised by the language centre (for English, Italian or German – to get admission the candidates must at least certify one of the three official languages).

The results of this selection procedure will be published as two rank lists for enrolment: one for EU citizens (and citizens given parity of treatment) and one for non-EU citizens resident abroad.

The rank lists will be published on the School's notice boards as well as on the Free University of Bozen - Bolzano's website (www.unibz.it).

The admission rank list is formed after evaluation of the dossier submitted by the candidate. The percentage is divided as follows:

- a) **70%** the final mark of the academic qualification. In the event the academic qualification has not been gained yet, the mark average of the degree exams will be considered.
- b) **20%** further language knowledge (German, Italian or English)
 - 1 language: 15 points
 - 2 languages: 30 points
- c) **10%** motivational letter
 - Max 10 points

In case of equal merits, the older candidate will be given priority.

LANGUAGE KNOWLEDGE

Language knowledge can be certified through:

- the secondary-school leaving exam(s), if undertaken in one of the three languages;
- a pass in the language assessment tests administered by the University's Language Centre. The tests are held: on 08 April 2008 (and following days) for the candidates of the first session and on 27 August 2008 (and following days) for the candidates of the second session. Enrolment for the tests takes place via the pre-enrolment application. The results of the exam will be published by the Language Centre and on www.unibz.it;
- the following certificates:

	EXAMINATION – ESAME – PRÜFUNG	LEVEL LIVELLO NIVEAU	GRADE/SCORE VOTAZIONE BENOTUNG
ENGLISH			
Cambridge ESOL	First Certificate in English - FCE		A – B
Cambridge ESOL	Certificate in Advanced English – CAE		A – C
Cambridge ESOL	Certificate of Proficiency in English - CPE		A – C
Cambridge ESOL	Business English Certificate – BEC Vantage		A – B
ETS of Princeton, NJ	Test of English as a Foreign Language - TOEFL		550 Paper/213 Computer/80 Internet*
British Council/IELTS Australia/Cambridge ESOL	International English Language Testing System – IELTS (general & academic)		Minimum band scores: 6.0
ITALIANO			
Università per Stranieri di Perugia	Certificato di Conoscenza della Lingua Italiana (CELI)	3, 4, 5	Superato

Università per Stranieri di Siena	Certificazione di Italiano come Lingua Straniera (CILS)	2, 3, 4	Superato
Università di Roma	Università di Roma Tre		Superato
Provincia di Bolzano	Esame di bilinguismo	A	Superato
DEUTSCH			
Goethe Institut	Goethe-Zertifikat	B2, C1	Bestanden
Goethe Institut	Kleines Sprachdiplom - KDS		Bestanden
Goethe Institut	Großes Sprachdiplom - GDS		Bestanden
Goethe Institut	Zentrale Oberstufenprüfung – ZOP		Bestanden
Österreichisches Sprachdiplom Deutsch- ÖSD	Mittelstufe – M		Bestanden
TestDaF-Institut, Hagen	TestDaF	3, 4, 5	Bestanden (alle Prüfungsteile)
Deutsche Kultusministerkonferenz	II. Stufe - Deutsches Sprachdiplom der Kultusministerkonferenz - KMK		Bestanden
Hochschulen	Deutsche Sprachprüfung für den Hochschulzugang – DSH		Bestanden
Provinz Bozen	Zweisprachigkeitsprüfung	A	Bestanden

* only valid for two years after sitting the test

Candidates who cannot certify knowledge of any of the three official teaching languages (English, Italian, German) are unable to undertake a course of study at the School of Economics.

Students who cannot provide certification of one or two teaching languages and are high enough up the rank list, can enrol, but will have to attend a compulsory one-year course in the language(s) specified at the Language Centre. Students must attend at least 75% of the total course. Once the language test has been passed, students are allowed to enrol for the second year of their course with all the admission criteria fulfilled. Attendance of the language course does not provide credit points.

PRE-ENROLMENT

There are two pre-enrolment sessions:

February – April, June – August.

Pre-enrolling in the first session allows the admitted candidate to:

- have a place at the Free University of Bozen - Bolzano guaranteed in advance;
- have a greater chance of obtaining accommodation in a student residence (if applied);
- take advantage of the student discount for a summer language course.

Nota bene: Those who pre-enrol for the MSc in Global Management and Markets in the first session cannot pre-enrol for the same course in the second session. They can, however, pre-enrol for other courses.

The application for pre-enrolment, which is possible for maximal two degrees as well, must be done through the website (www.unibz.it). Those who do not have an Internet access can use the computers provided for this purpose by the Free University of Bozen - Bolzano (either in Bolzano or in Bressanone). The form must be filled in online and must be printed out entirely and signed. It must be handed in or sent by post to the Student Secretariat of Bozen - Bolzano no later than:

- **4th April 2008, 12:00 midday for the 1st session**
- **22nd August 2008, 12:00 midday for the 2nd session**

The date of the postmark will not be taken into consideration. Postal service shipping can take a very long time. The candidate must insure an early delivery of the documents! Applications that arrive after the deadline, or by e-mail or fax cannot be taken into consideration. In case of incomplete applications, the Commission can decide to exclude the candidate from the admission procedure.

The following documents must be enclosed with the pre-enrolment form:

- a passport-size colour photo;
- a photocopy of a valid identity card or passport (front/back);
- the dossier (see section entitled "Selection procedure")

In the event that the candidate wishes to pre-enrol for more than one programme, an application form and accompanying documentation must be completed for each degree course. Evaluation can then only take place using the

documentation presented with the application form by the candidate. In order to avoid long queues, it is recommended that the delivery of the documents does not take place in the last few days before the deadline.

Please note that Non EU-citizens resident abroad can apply for one course only!

Candidates with qualifications from abroad must also deliver – at the latest upon enrolment – the **declaration of equivalent value**, together with authenticated photocopy of university certificate and an official translation into Italian (a translation is not necessary for qualifications obtained in a German-speaking country). The declaration of equivalent value is issued by the Italian consulate or embassy abroad and confirms that the qualification obtained by the candidate would grant him/her entry to a similar university course in the country in which the qualifications were achieved. The declaration must be applied for as soon as possible since it can often require long processing times.

Non EU candidates with valid residence permit for Italy apply directly to the University, as described above.

Non-EU candidates resident abroad must carry out the enrolment procedures both through the Italian authorities (consulate or embassy) in the country in which they obtained or are to obtain their academic qualifications and directly with the university. The deadlines imposed by the Italian Ministry of Universities and Research (www.study-in-italy.it) must be respected. Should candidates not follow this procedure with their local Italian consulate, the application that they delivered direct to the university will be declared null and void. The Italian authorities abroad are the only ones able to accept and send applications to the university.

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

Those candidates who have been admitted through the rank lists will have to pay the first instalment of university fees (€ 575.00) and deliver the receipt to the Student Secretariat **by no later than 30th June 2008**. Once this receipt has been received, candidates are guaranteed a place on the course. Those who do not pay, or who do not deliver the receipt to the Student Secretariat by the deadline, will automatically lose their place and there will be a period where candidates on the waiting list will be able to enrol.

Please note that payment does not allow candidates to get student status, which will be acquired upon enrolment in September. Once the university fees have been paid, there will be no refund.

ENROLMENT

Aspiring students well positioned on the rank list may enrol for the Master's Degree Course in International Management and Markets. They need to show up in person and submit their application **by 31st October 2008, 12:00 midday** at the Student Secretariat in Bozen - Bolzano.

With the application the following documents must be enclosed:

- receipt of the first payment of university fees (if this was not delivered in June);
- receipt of the provincial tax for the right to study

Prospective students with secondary school certificates or qualifications from abroad must also enclose:

- original of the declaration of equivalent value of the university certificate/qualification issued by the Italian consulate or embassy abroad;
- original of the official translation of their academic qualification into Italian (translation is not necessary if the certificates have been issued in German)

Students intending to transfer from another Italian university to the Free University of Bozen-Bolzano, must enclose with the enrolment form a copy of the transfer application presented at their university of origin.

Non-EU citizens must also enclose:

- original university certificate;
- valid residence permit for stays in Italy.

The rank list is only valid for the academic year in question. If candidates on the list do not apply to become students by the date stated, the Free University of Bozen - Bolzano will reserve the right to accept applications from students further down the list. The names will be published on www.unibz.it.

Candidates who are high enough up the rank lists to be taken for more than one degree course can only enrol for one of those courses. Once they have enrolled for this course, they lose the right to move up in the rank lists of other degree courses.

TUITION FEES

Enrolment taxes and fees for the 2008/2009 academic year and the provincial tax for the right to study amount to:

- university fees: **€ 1,150.00**
- provincial tax: **€ 129,50**

University fees must be paid in **two instalments**: the first by **30th June 2008 (for pre-enrolled students of the 1st session) or at the time of enrolment (for pre-enrolled students of the 2nd session)**, the second by **31st March 2009**.

The payment of the first and second instalment must be effected through postal slip or bank transfer. In both cases the transfer voucher must be handed in to the Student Secretariat or sent by fax).

The payment of the provincial tax must be effected separately through postal slip in favour of the Autonomous Province of South Tyrol.

Precompiled postal slips are available in the Student secretariat.

In order to enrol, the first instalment must be paid.

Delayed payment of the second instalment will result in a fine being levied which at present stands at €32. Students who have not paid their taxes or other fees will be unable to take exams and will not be able to transfer to other universities or other degree courses.

Disabled students with a disability up to or exceeding 66% are completely exonerated from paying university fees (except the provincial tax): 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 are also exonerated from all university fees (except the provincial tax).

INTENSIVE COURSES AVAILABLE AT THE LANGUAGE CENTRE

The University Language Centre is organising **intensive language courses** in Italian, German and English for pre-enrolled students. The preparation courses for the language exam last three weeks (Monday to Friday, four hours a day) from **4th to 25th August 2008**.

The Language Centre also organises **beginners' courses** in the above languages (**4th August - 16th September 2008**). We strongly recommend enrolling in one of these courses if you are an absolute beginner in one of the three teaching languages of your degree course. The **deadline for enrolment** on all these language courses is **30th July 2008**.

The Language Centre will also be organizing specific **refresher courses** for freshmen in **September 2008**. Further information regarding deadlines, enrolment and fees is to be found on the website of the Language Centre.

STUDY GRANTS AND STUDENT ACCOMMODATION

Information regarding student grants, exemption from the payment of university taxes and also the assignment of accommodation may be requested at the "Amt für Hochschulförderung, Universität und Forschung - Ufficio per il Diritto allo Studio universitario, l'Università e la Ricerca scientifica" of the Autonomous Province of Bozen - Bolzano. Application for the above assistance is to be submitted following the official terms. The assignment of accommodation in student hostels follows a first-come first-served system.

Address and telephone contact for the relevant office are indicated on the last page of this manifesto.

ADVISORY SERVICE

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

In the Infopoints in Bolzano and Bressanone prospective students can view information material and receive information about the courses. There is also an individual consultation service available for anyone who is interested.

The Advisory Service guarantees full support for disabled students throughout their time at the University.

Address and telephone contact for the relevant office are indicated on the last page of this manifesto.

STUDYPLAN

In the major in Entrepreneurship there are 18 main subjects that are worth 90 credit points (CP). There are a further 30 credits for the following:

- 5 CP for optional courses that the student can attend at the School or elsewhere (*);
- 15 CP for the final degree thesis;
- 5 CP for interpersonal skills. The School Council decides every year which course or communication seminar will be offered;
- 5 CP for a compulsory internship.

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

Except for the language courses offered by the Language Centre of the Free University of Bozen - Bolzano, teaching takes place on the main premises of the Free University of Bozen/Bolzano, at the School of Economics and Management in Sernesistraße/Via Sarnesi 1. The calendar detailing lecture halls and lecture times can be seen on website.

Main subjects	CP
1st year	
Diritto bancario e dei mercati finanziari A -Finanzmarkt- und Bankrecht A - Law of banking and financial markets A	5
Diritto bancario e dei mercati finanziari B -Finanzmarkt- und Bankrecht B - Law of banking and financial markets B	5
Statistica B - Statistik B - Statistics B	5
Economia politica internazionale A - Internazionale Volkswirtschaftslehre A - International Economics A	5
Economia politica internazionale B - Internazionale Volkswirtschaftslehre B - International Economics B	5
Economia politica industriale A - Industrielle Volkswirtschaftslehre A - Industrial Economics A	5
Economia politica industriale B - Industrielle Volkswirtschaftslehre B - Industrial Economics B	5
Sviluppo di competenze delle imprese – Wissensentwicklung - Knowledge Management	5
Organizzazione e gestione delle risorse umane A - Personal und Organisation A - Human Resources and Organisation A	5
Diritto Tributario A - Steuerrecht A - Taxation Law A	5
2nd year	
Gestione dell'innovazione A - Innovationsmanagement A - Innovation management A	5
Gestione dell'innovazione B - Innovationsmanagement B - Innovation management B	5
Nuove imprese A - Neue Unternehmen A - New Enterprise A	5
Nuove imprese B - Neue Unternehmen B - New Enterprise B	5
Piani e capitali d'impresa A - Geschäftspläne und Unternehmenskapital A - Business Plan and Venture Capital A	5
Nuovi prodotti e sviluppo d'impresa A - Neue Produkte und Unternehmensentwicklung A - New Product and Venture Development A	5
Nuovi prodotti e sviluppo d'impresa B - Neue Produkte und Unternehmensentwicklung B - New Product and Venture Development B	5
Finanza d'impresa A - Unternehmensfinanz A - Entrepreneurial Finance A	5

CALENDAR

1st session

Pre-enrolment and submission of dossier	18.02.2008 - 04.04.2008
Language Test	from 08.04.2008
Publication of rank list	05.05.2008
Pagamento I rata tasse	by 30.06.2008
Enrolment	by 26.09.2008

2nd session

Pre-enrolment and submission of dossier	03.06.2008 - 22.08.2008
Language Test	from 27.08.2008
Publication of rank list	10.09.2008
Enrolment	by 31.10.2008

<u>1st semester</u>	
Lessons begin	29.09.2008
Christmas holidays	24.12.2008 – 06.01.2009
Lessons end	21.01.2009
<u>2nd semester</u>	
Lessons begin	23.02.2009
Easter holidays	10.04. – 14.04.2009
Lessons end	30.05.2009
Summer School	29.06. – 25.07.2009
<u>Exam sessions</u>	
Winter	26.01. – 21.02.2009
Summer	03.06. – 27.06.2009
Autumn	29.08. – 29.09.2009

FURTHER INFORMATION:

www.unibz.it

Advisory Service tel.: +39 0471 012 100 fax: +39 0471 012 109 e-mail: info@unibz.it	INFOPOINT: Bozen/Bolzano Wed, Fri 10:00 - 12:30 Tue, Thu 14:00 - 16:00 Brixen/Bressanone Thu 14:00 - 16:00 Tue, Thu (June to October) 14:00 - 16:00
Student Secretariat Sernesistraße/Via Sernesi 1 39100 Bozen/Bolzano tel.: +39 0471 012 200 fax: +39 0471 012 209 e-mail: student.secretariat@unibz.it	Opening hours: Mon, Wed, Fri 09:00 - 12:00 Tue, Thu 14:00 - 16:00
Secretariat - School of Economics and Management Sernesistraße/Via Sernesi 1, 39100 Bozen/Bolzano Tel.: +39 0471 013 000 Fax: +39 0471 013 009 E-Mail: schoolofeconomics@unibz.it http://www.unibz.it/economics/index.html	Opening hours: Monday 15.00 – 17.00 Wednesday and Thursday 10.00 – 12.00
Language Centre Dantestraße/Via Dante 9 39100 Bozen/Bolzano tel.: +39 0471 012 400 fax: +39 0471 012 409 e-mail: language.centre@unibz.it www.unibz.it/language/index.html	Opening hours: Monday to Friday 14:30 - 17:00
Amt für Hochschulförderung, Universität und Forschung / Ufficio per il Diritto allo Studio universitario, l'Università e la Ricerca scientifica Andreas-Hofer-Straße /Via Andreas Hofer, 18 39100 Bozen/Bolzano tel.: +39 0471 413 304 fax: +39 0471 413 388 www.provinz.bz.it/diritto-allo-studio	Opening hours: Mon, Tue, Wed, Fri 09:00 - 12:00 Thu: 08:30 - 13:00/14:00 - 17:30

() Appendix A**

Major in Economics and Management of the BSc in Economics and Management Sciences

Fach – Materia - Subject	CP
Principi di gestione aziendale A Grundlagen der Betriebsführung A Introduction to General Management A	5
Ragioneria A Rechnungswesen A Accounting A	5
Economia politica I A Volkswirtschaftslehre I A Economics I A	5
Economia politica I B Volkswirtschaftslehre I B Economics I B	5
Diritto privato A (Italiano ed Europeo) Privatrecht A (Italienisch und Europäisch) Private Law A (Italian and European)	5
Diritto privato B (Italiano ed Europeo) Privatrecht B (Italienisch und Europäisch) Private Law B (Italian and European)	5
Matematica per le applicazioni economiche A Mathematik für Wirtschaftswissenschaftler A Mathematics for Economists A	5
Matematica per le applicazioni economiche B Mathematik für Wirtschaftswissenschaftler B Mathematics for Economists B	5
Statistica A Statistik A Statistics A	5
Principi di gestione aziendale B Grundlagen der Betriebsführung B Introduction to General Management B	5
Ragioneria B Rechnungswesen B Accounting B	5
Informatica und Erarbeitung von Informationen A Informatica ed elaborazione delle informazioni A Computer science and information processing A	5
Storia economica A Wirtschaftsgeschichte A Economic History A	5
Economia politica II B Volkswirtschaftslehre II B Economics II B (Macroeconomics)	5
Economia politica II A Volkswirtschaftslehre II A Economics II A (Microeconomics)	5
Istituzioni di Dir. pubblico A (Italiano ed Europeo) Öffentliches Recht A (Italienisch und Europäisch) Public Law A (Italian and European)	5
Teoria delle decisioni A Entscheidungstheorie A Decision Theory A	5
Matematica finanziaria A Finanzmathematik A Mathematics of finance A	5
Matematica finanziaria B Finanzmathematik B Mathematics of finance B	5
Finanza aziendale A Unternehmensfinanzierung A Corporate Finance A	5
Marketing A Marketing A Marketing A	5

Mercati e Intermediari finanziari A Finanzmärkte und –vermittlung A Financial Markets and Institutions A	5
Strategia e politica aziendale A Unternehmensführung A Strategic Management A	5
Strategia e politica aziendale B Unternehmensführung B Strategic Management B	5
Diritto commerciale A Handelsrecht A Company Law A	5
Diritto commerciale B Handelsrecht B Company Law B	5
Linguaggio specialistico del settore economico (Tedesco, Inglese, Italiano) (*) Fachsprache im Bereich Wirtschaft (Deutsch, Englisch, Italienisch) (*) Specialist language course for economics (German, English, Italian) (*) (*) Gli studenti dovranno superare 2 dei 3 esami di linguaggio specialistico offerti, senza poter scegliere la lingua in cui è stato sostenuto l'esame di maturità. (*) Die Prüfungen müssen in 2 der 3 angebotenen Fachsprachen abgelegt werden, wobei die Sprache in der die Maturaprüfung abgelegt wurde nicht gewählt werden darf. (*) Students must pass two out of three Specialist language exams. Students are unable to choose the language in which sat their high school leaving exam.	5+5
A scelta dello studente Wahlfächer Optional courses	15
Prova finale Laureatsarbeit Thesis	10
Tirocinio Praktikum Internship	10
Ulteriori abilità informatiche Zusätzliche Informatikkenntnisse Advanced computer skills	5
TOTAL	180