



Fakultät für Wirtschaftswissenschaften
Facoltà di Economia
Faculty of Economics and Management

Master in

Accounting and Finance

2024/25



At a Glance

Degree class: LM-77
ECTS credits: 120
Duration of the course: 2 years
Courses will be taught in: Italian,
German and English (trilingual)
Places available: 70 EU + 5 non-EU
Campus: Bozen-Bolzano
Tuition fees: ca. € 1350 per year

Course description

Accounting and financial services jobs are rapidly evolving due to innovations in big data analytics, artificial intelligence, and sustainable investing. With this master you can develop the cutting-edge skills, insights and mindset for a sustainable business future and a successful global career.

The master explores a wide range of financial topics and prepares you for a **variety of career paths**. Depending on the study track, the programme is designed to equip you for a career as a future chartered accountant, a corporate finance manager, a financial analyst, or a business consultant. You will be able to develop skills to become a successful player in the **digital and sustainable transformation of companies and financial markets**.

The study programme provides **specialised knowledge** – more specifically – in financial reporting, big data analytics and management control, corporate finance and financial restructuring, risk management, trading and asset management, and artificial intelligence (AI)-related applications in accounting and finance.

Online Info session

We offer online information sessions in the coming months during which the master programme will be presented and where interested students can address their questions to professors and students. The Info Sessions take place on the following days:

- Monday, 19 February 2024, 19:00 (CET): register here
- Tuesday, 12 March 2024, 19:00 (CET): register here

Structure of the course

The first year offers you with core courses in accounting, finance, economics, big data, and business law. In the second year, you develop specialised competences. Are you interested in interpreting financial reports and developing auditing skills? Then, you can opt for the **Professional Accounting and Auditing** study track to gain cutting-edge expertise in financial and sustainability accounting, auditing and taxation. Or are you aiming at a career as a financial manager or financial analyst? The **Finance and Financial Markets** study track builds advanced knowledge in corporate finance, financial risk management, asset management, sustainable investment, and AI-powered financial analytics. If your ambition is to become a business consultant or a controller, the **Business Administration and Consulting** study track develops key competences in strategic management, management accounting, and business analytics. As well as the three study tracks offered, students have also the opportunity to create their own study plan by combining courses of interest.

The curriculum has a **practice-oriented approach** that exposes students to best practices of management through case-based teaching, small-scale laboratories, and presentations by guest speakers. The use of real-life cases in highly interactive classes allows students to develop skills in analytical thinking and decision making.

Study Plan - Track Professional Accounting and Auditing

1st Year

- 12 CP Economics for Accounting and Finance
 - 6 CP M-1 Macroeconomics
 - 6 CP M-2 Industrial Economics
- 6 CP Applied Statistics for Accounting and Finance
- 6 CP Advanced Accounting
- 6 CP Advanced Financial Statement Analysis
- 3 CP Data Analytics, Big Data and Blockchain
- 6 CP Financial Mathematics
- 9 CP Advanced Corporate Finance (FIN I)
- 6 CP Advanced Business Law

2nd Year

- 6 CP Advanced Auditing
- 6 CP Advanced Taxation Law
- 6 CP Corporate Bankruptcy and Reorganisation
- 3 CP Lab in CPA exam
- 3 CP Advanced Specialized Language Course for Accounting and Finance 1*
- 3 CP Advanced Specialized Language Course for Accounting and Finance 2*
- 6 CP Academic Writing and Research Skills*
 - Complementary Subject (one of the following):
 - 6 CP Issues in CPA profession
 - 6 CP Corporate Restructuring, M&A
 - 6 CP Business Analytics
 - 6 CP Modeling Financial Statement
 - 6 CP Corporate Governance
 - 6 CP Banking and Financial Law
 - 6 CP Advanced Italian Accounting Standards
- 12 CP Free Choice**
- 6 CP Internship
- 15 CP Final Thesis

*** English, German, Italian Advanced Specialized Language Course for Accounting and Finance**
Students cannot sit these exams in the language in which they sat their final exam at secondary school.

Students who have reached the exit language levels by the deadlines communicated by the Faculty Secretariat can choose to attend the Academic Writing and Research Skills course instead of the Specialized Language 1 and 2.

Students who graduated in a Ladin school in South Tyrol have to sit the English language exams and can choose between German or Italian for the others. They have to communicate their option to the Faculty Secretariat.

Students who graduated in a language different from the three unibz official teaching languages must choose the two languages in which they intend to sit the language exams. They have to communicate their option to the Faculty Secretariat.

**** Free Choice Courses**

Students can choose free choice courses during their 2nd year. Every year the Faculty publishes the list of free choice courses offered.

Study Plan - Track Finance and Financial Markets

1st Year

- 12 CP Economics for Accounting and Finance
 - 6 CP M-1 Macroeconomics
 - 6 CP M-2 Industrial Economics
- 6 CP Applied Statistics for Accounting and Finance
- 6 CP Advanced Accounting
- 6 CP Advanced Financial Statement Analysis
- 3 CP Data Analytics, Big Data and Blockchain
- 6 CP Financial Mathematics
- 9 CP Advanced Corporate Finance (FIN I)
- 6 CP Advanced Business Law

2nd Year

- 6 CP Corporate Restructuring, M&A (FIN II)
- 6 CP Risk Management and Derivatives
- 6 CP Financial Econometrics
- 3 CP Lab in Financial Trading (FIN III)
- 3 CP Advanced Specialized Language Course for Accounting and Finance 1*
- 3 CP Advanced Specialized Language Course for Accounting and Finance 2*
- 6 CP Academic Writing and Research Skills*
 - Complementary Subjects (one of the following):
 - 6 CP Banking and Financial Law
 - 6 CP AI and Financial Decision Making

- 6 CP Corporate Governance (FIN III)
- 6 CP Asset Management and Performance Analysis (FIN III)
- 6 CP New frontiers in financial intermediation and banking (FIN III)
- 6 CP Financial Engineering and Quantitative Investment Strategies
- 12 CP Free Choice Courses**
- 6 CP Internship
- 15 CP Final thesis

*** English, German, Italian Advanced Specialized Language Course for Accounting and Finance**

Students cannot sit these exams in the language in which they sat their final exam at secondary school.

Students who have reached the exit language levels by the deadlines communicated by the Faculty Secretariat can choose to attend the Academic Writing and Research Skills course instead of the Specialized Language 1 and 2.

Students who graduated in a Ladin school in South Tyrol have to sit the English language exams and can choose between German or Italian for the others. They have to communicate their option to the Faculty Secretariat.

Students who graduated in a language different from the three unibz official teaching languages must choose the two languages in which they intend to sit the language exams. They have to communicate their option to the Faculty Secretariat.

**** Free Choice Courses**

Students can choose free choice courses during their 2nd year. Every year the Faculty publishes the list of free choice courses offered.

Study Plan - Track Business Administration and Consulting

1st Year

- 12 CP Economics for Accounting and Finance
 - 6 CP M-1 Macroeconomics
 - 6 CP M-2 Industrial Economics
- 6 CP Applied Statistics for Accounting and Finance
- 6 CP Advanced Accounting
- 6 CP Advanced Financial Statement Analysis
- 3 CP Data Analytics, Big Data and Blockchain
- 6 CP Financial Mathematics
- 9 CP Advanced Corporate Finance (FIN I)
- 6 CP Advanced Business Law

2nd Year

- 6 CP Business Analytics
- 6 CP Modeling Financial statement
- 6 CP Advanced Strategic Management
- 3 CP Lab in Advanced Communication in Business
- 3 CP Advanced Specialized Language Course for Accounting and Finance 1*
- 3 CP Advanced Specialized Language Course for Accounting and Finance 2*
- 6 CP Advanced Writing and Research Skills*

Complementary Subject (one of the following):

- 6 CP Corporate Bankruptcy and Reorganization
- 6 CP Family Business Management
- 6 CP Corporate Restructuring, M&A
- 6 CP Corporate Governance
- 12 CP Free Choice Courses**
- 5 CP Internship
- 15 CP Final thesis

* English, German, Italian Advanced Specialized Language Course for Accounting and Finance

Students cannot sit these exams in the language in which they sat their final exam at secondary school.

Students who have reached the exit language levels by the deadlines communicated by the Faculty Secretariat can choose to attend the Academic Writing and Research Skills course instead of the Specialized Language 1 and 2.

Students who graduated in a Ladin school in South Tyrol have to sit the English language exams and can choose between German or Italian for the others. They have to communicate their option to the Faculty Secretariat.

Students who graduated in a language different from the three unibz official teaching languages must choose the two languages in which they intend to sit the language exams. They have to communicate their option to the Faculty Secretariat.

** Free Choice Courses

Students can choose free choice courses during their 2nd year. Every year the Faculty publishes the list of free choice courses offered.

Internships and exchange programmes

During the programme, you are required to do an **internship of at least 150 hours**. You can take advantage of our established contacts with several national and international firms to secure an internship of your choice. We additionally offer exchange programmes with selected European and international universities.

Double Degree Programmes

We offer an exclusive Double Degree programme in collaboration with two **prestigious universities** in the United States, Baruch College, City University of New York (CUNY), and Stern Business School, New York University (NYU). The Double Degree is aimed at **students with an excellent academic record** in the first year and proficiency in English. The selected students can attend the Master of Science in Finance at Baruch College, or the Master of Science in Accounting at Stern Business School. At the end of the programme, students will obtain both the master degree (Laurea Magistrale) awarded by unibz and the corresponding Master of Science awarded by CUNY or NYU.

Several **scholarships** are available to cover the tuition fees for the Double Degree Programme. These are generously sponsored by Südtiroler Sparkasse AG, Südtiroler Volksbank AG and Bureau Plattner.

Accreditations of the programme

Conditional upon the fulfilment of specific requirements, our students when obtaining two advantages to become a Chartered Accountant in Italy (see also this short video):

- the start of the mandatory professional internship already during the second year of the master
- exemption from the first exam to access Section A of the Register of Chartered Accountants and Auditors

Our courses also prepare you to successfully take the following professional certificates, issued by international associations with which our programme is accredited:

- Chartered Financial Analyst (CFA) – Chartered Financial Analyst Institute
- Certified Management Accountant (CMA) – Institute of Management Accountants (IMA)
- Chartered Alternative Investment Analyst (CAIA) – Chartered Alternative Investment Analyst Association
- Financial Risk Manager (FRM) – Global Association of Risk Professionals (GARP)

Interested students will have to take the certification exam provided by the respective association. Reductions in the registration fee for these exams are provided for.

Awards

The best graduate of each study track will be awarded the equivalent of one-year unibz fee. Students' ranking is determined on the average exams grade obtained across the whole study track. The sponsors for the awards are Bureau Plattner (study track in Professional Accounting and Auditing), Südtiroler Sparkasse AG (study track in Finance and Financial Markets), and Rödl & Partner (study track in Business Administration and Consulting).

Career opportunities

According to the most recent AlmaLaurea survey, 93% of our graduates are employed in junior management positions, such as:

Study track: Professional Accounting and Auditing

- **Chartered Accountant:** preparation and analysis of financial and sustainability reports, with focus areas including financial accounting, transfer pricing, taxation, and business restructuring
- **Auditor:** assurance services for compliance with internal control procedures and accounting standards for financial and sustainability reporting

Study track: Finance and Financial Markets

- **Financial Specialist:** financial analyst, financial portfolio manager, expert of AI and big data in finance, specialist in financial and sustainable investments, specialist in financial and climate-related risk management in banks, insurance companies, rating agencies, asset and savings management companies, investment and private equity funds, venture capital, alternative and sovereign investment funds
- **Finance Manager:** AI-powered financial management, corporate treasury and risk management in companies, banks and fintech, and other financial intermediaries

Study track: Business Administration and Consulting

- **Controller/Business analyst:** management accounting and control, market research and data analyst, administrative and management functions
- **Business Consultant:** business advisory services on strategies and execution in several industries

This study programme also qualifies to gain admission to post-graduate training, such as a PhD programme.

You will be well prepared and ready for the job market. On the website of AlmaLaurea you can check statistical data about graduates' satisfaction and their employability.



Master in Accounting and Finance

2024/25

Application and Admission

You can find all you need to know in order to apply and gain admission to this study programme by browsing through the information below.

Deadlines and important dates

Early Bird Application

Application: 01/03 - 07/05/2024 (by noon local time)

Language exams: 18/03/2024 (registration: 01 - 10/03/2024) and 17 - 18 - 19 and 22 - 23/04/2024 (registration: 25/03 - 09/04/2024)

Publication of ranking lists: by 28/05/2024

Payment of the 1st instalment of the tuition fees: by 06/06/2024 (by noon local time)

Enrolment: from 12/07 - 15/10/2024 (by noon local time)

Late Application (only for EU citizens)

Application: 29/05 - 18/07/2024 (by noon local time)

Language exams: 24 - 29/06/2024 (registration: 29/05 - 16/06/2024)

Publication of ranking lists: by 07/08/2024

Payment of the 1st instalment of the tuition fees: by 20/08/2024 (by noon local time)

Enrolment: from publication of the ranking list until 15/10/2024 (by noon local time)

Additional Application Session (only for EU citizens)

The Faculty can open additional application sessions for single study programmes in August and in September if there are available spaces. More information on additional sessions will be published in due course.

Preparatory courses and Freshers Days

Intensive language courses: 02 - 20/09/2024 (Monday to Friday, 6 h/day)

Mathematics pre-course: 23/09 - 04/10/2024

Freshers Days: 30/09 - 01/10/2024

1st semester

Classes: 30/09 - 23/12/2024

Exams (extraordinary session): 12 - 23/12/2024

Holidays: 24/12/2024 - 06/01/2025

Classes: 07/01 - 25/01/2025

Exams: 27/01 - 15/02/2025

2nd semester

Classes: 03/03 - 17/04/2025

Holidays: 18- 21/04/2025

Classes: 22/04 - 14/06/2025

Exams (extraordinary session): 15 - 24/05/2025

Exams: 16/06 - 12/07/2025

Autumn session

Exams: 25/08 - 27/09/2025

Available places

EU citizens and citizens given parity of treatment

Early Bird Application: 60

Late Application: 10

Non-EU citizens (living abroad)

Early Bird Application: 5

The programme will only be offered if a minimum of 15 newly enrolled students is reached.

Entry requirements

In order to gain admission to this programme you need one of the following qualifications:

1. a bachelor degree (*) in one of the following Italian degree classes or an equivalent qualification gained abroad:

- D. 270/04:
 - L-18 Economics and Business Administration
 - L-33 Economics
- D. 509/99:
 - 17 Economics and Business Administration
 - 28 Economic Sciences
- Final degree or university certificate from a School of Economics, according to the regulation in force before M.D. 509/99.

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

or

2. a bachelor degree in a different class to the ones listed above or an equivalent qualification gained abroad. **At least 15 credit points** must have been acquired in one or more of the following scientific-disciplinary sectors:

- SECS-P/07 - Accounting
- SECS-P/08 - Business Administration
- SECS-P/09 - Managerial Finance
- SECS-P/11 - Economics and Management of Financial Intermediary
- ING-IND/35 - Industrial Engineering

If you have not yet graduated at the time of application:

You can apply if you have acquired at least 140 credit points (ECTS). In this case you will be admitted conditionally, and you need to submit your diploma by the enrolment deadline.

If you graduate after the enrolment deadline:

You cannot enrol and you will lose your place, which will be offered to the subsequent applicant in the ranking list. In this case you should not pay the tuition fees to secure your admission. You will be able to submit a late enrolment request and, only if there still are available places, you can enrol by 13 December 2024.

To be admitted, you must fulfil the language requirements indicated in the section “Language requirements”.

According to national regulations, simultaneous enrolment in a maximum of 2 programmes is possible (however, the two programmes must not belong to the same class, e.g., LM-18/LM-18 and must differ for at least 2/3 of the course contents).

Language requirements

The official teaching languages are German, Italian and English. Therefore, the following language requirements apply, otherwise you will be excluded from the admission procedure:

Entry level (to gain admission)

1st language: C1

2nd language: B2

3rd language: no level required

A B1 level in the third language is the minimum requirement for taking curricular examinations in that specific language.

Exit level (to graduate)

1st language: C1

2nd language: C1

3rd language: B1

The levels of the Common European Framework of Reference apply.

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).

You can demonstrate your language proficiency in the application portal (in the section “upload language certificates” and/or “enrol for language exams”) after you have created an

application in the section “create/manage applications”. The certification is mandatory for the first and second language, for the third language it is recommended (from B1 onwards).

- In case your final certificate has been awarded by an **Italian** public institution, you need to submit a self-declaration.
- In case your final certificate has been awarded by a **foreign** public institution, you need to upload diploma scanned copy of the original.

You can demonstrate language proficiency through:

1. **the main teaching language in your final high school year** if German, Italian or English (recognised as C1) (Ladin upper secondary schools: recognised as B2 in German and Italian). **Foreign qualifications:** If the main teaching language is not clearly stated on your high school diploma, please also upload a letter/document issued by your high school stating the medium of instruction.
2. **a bachelor or master degree** in Italian, German or English (recognised as C1). unibz graduates must upload the language certificates obtained and/or declare that they have passed language exams at the unibz Language Centre (B2, B2+ or C1) **Foreign qualifications:** If the teaching language is not clearly stated on your University degree, please also upload a letter/document issued by your University stating the medium of instruction during your studies.
3. **a recognised language certificate** (see the list of recognised certificates) If you cannot upload the certificates, you can send them by e-mail as PDF files or deliver them in person to the Language Centre by the application deadline (see “Deadlines” section).
4. **language exams organised by the unibz Language Centre.** You can register for these exams online through the application portal (in the section “enrol for language exams”) after you have filled out your application in the section “create/manage applications”. The registration periods are indicated in the “Deadlines” section. If you start your application outside a language exams registration period, you must return to the portal during one of the periods indicated above in order to register for an exam. Information regarding the structure of the language proficiency exams, their duration, their administration, and typical processing time for the publication of the results can be found on the following webpage.

Please note that you can only register for **C1 and B2 level exams** and only for one level per language (e.g. in the same exam session you can register for a C1 German and a B2 Italian exam, but not for a C1 and a B2 German exam).

For information on studying in three languages also visit the following page.

Secondary schools in a foreign country/Bi- or multilingual schools

If the foreign language proficiency levels (for German, Italian, or English) are explicitly indicated on the diploma of graduation according to the Common European Framework of Reference (i.e., B1, B2 or C1), and if all four language abilities (reading, listening, speaking, writing) have been assessed, then the indicated levels will be accepted as a proof of proficiency for the second and/or third language.

Please upload your school-leaving certificate to the application portal in the section “upload language certificates” under the respective language. The Language Centre will decide on its

recognition.

Third language/Intensive language courses in September

If you have already acquired a language certificate in the third teaching language, please upload it to the portal. If you are not able to certify your language competence in the third language and you are admitted to unibz, you will have to take a placement test. You will receive further information about the test by e-mail. Based on the result of the placement test, 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 you have a level below B1, you may attend a three-week intensive language course during the pre-semester session in September in order to start the learning path.

The dates of the extensive courses are indicated in the “Deadlines” section. Beginner courses (A1) will be offered exclusively during the pre-semester intensive course session in September will no longer be offered during the academic year. Therefore, absolute beginners should start their learning path for the third language by attending the intensive courses in September.

There will be extensive courses (4 hours per week) during the semesters and intensive courses (8 hours per week) during the time between semesters.

The language courses offered by the Language Centre are **free of charge** and aim to help the students reach the level B1 in the third language after the first study year.

Online Application

Your application must be submitted online through the Application Portal. The deadlines are indicated in the “Deadlines” section.

- You need to create an account and upload a valid ID card or passport (front/back). Please note: if your document is invalid, incomplete or unreadable, you will be excluded from the admission procedure;
- Fill in the online form and upload the attachments listed under “Admission procedure”;
- If you gained your qualification abroad, you must also upload the diploma of your qualification: if you are not yet in possession of the diploma, you’ll need to upload it upon enrolment;
- Complete and submit the online application by the deadline. Once the application has been sent, it cannot be modified. Filled-in forms which have not been sent correctly will not be taken into consideration.

Please note: Mendacious declarations will be criminally prosecuted and will result in the automatic exclusion from the ranking list.

EU-Citizens and equivalent

You might apply for more than one study programme. If you are excluded in the first session, you might apply again in the second one.

Considered as equivalent are:

1. Citizens from Norway, Iceland, Liechtenstein, Switzerland, San Marino and the Vatican City

State;

2. Non-EU citizens with a valid permit to stay in Italy (see article 39, paragraph 5 of decree no. 286 of 25.07.1998: "**permesso di soggiorno**" (residence permit) for work, family reasons, political or humanitarian asylum, religious reasons). In this case, you apply directly to the University as described above and must submit a copy of your valid permit to stay. A permit to stay for study reasons or a visa for tourism is **not**. If the permit has expired, you must attach a renewal request. **Please note** that if you do not upload the permit in the application portal, you will be automatically considered a non-EU citizen living abroad and therefore subject to the admission procedure through the Italian authorities in your country of origin.

Non-EU-Citizens (living outside of Italy)

Only one application period is offered. After the deadline it is not possible to apply anymore. Application fee: € 50.

Once the ranking list has been published, if you have gained admission, secure it by paying the first instalment and then start your visa application on the University portal. The application on University is mandatory, otherwise you will not be allowed to enrol. On University you can apply for one study programme only.

Admission procedure

The admission procedure is based on the following criteria:

1. Grade average: maximum 75 points

- Graduated: final grade
- Not graduated yet: grade average of exams taken.
For degrees with maximum grade and distinction "cum laude", an additional 2 points will be assigned.

2. GMAT or GRE test: maximum 20 points. It contributes to the calculation of the overall score, but is not a compulsory requirement for the admission

GMAT: 0-490 points: 0 points

491-650 points: 8 points

> 650 points: 20 points

GRE: 0-300 points: 0 points

301-327 points: 8 points

> 327 points: 20 points

3. Knowledge of the three official languages of instruction at a higher level than the one required for admission (C1, B2): maximum 5 points. For more information, see section "Required language competences".

C1 in first language, C1 in second language, B1 in third language = 2,5 points

C1 in first language, C1 in second language, B2 in third language = 5 points

C1 in first language, C1 in second language, C1 in third language = 5 points

C1 in first language, B2 in second language, B2 in third language = 3,5 points

C1 in first language, B2 in second language, B1 in third language = 2,5 points

C2 in first language, C2 in second language, C2 in third language = 5 points

C2 in first language, C1 in second language, C1 in third language = 5 points

C2 in first language, C1 in second language, B1 in third language = 2,5 points

C2 in first language, C1 in second language, B2 in third language = 5 points

C2 in first language, B2 in second language, B2 in third language = 3,5 points

C2 in first language, B2 in second language, B1 in third language = 3,5 points

4. up to a **maximum of 5 additional points** may be awarded to those applicants who have successfully attended **one or more courses included in the curriculum of the Master in Accounting and Finance.**

3 or more exams passed with an average mark >26: 5 points

2 exams passed with an average mark >26: 4 points

2 or more exams passed with an average mark between 24 and 26: 3 points

1 exam with mark >26: 3 points

1 exam with mark between 24 and 26: 2 points

Minimum total points for admission to the ranking list: 55 points.

The total score will be adjusted upwards or downwards.

In the event of a tied score, as provided for in art. 26 paragraph 2 letter b) of the admission regulations in force, priority will be given to candidates who have obtained a higher partial score in the preponderant evaluation criterion in determining the overall ranking score. In the event of a further tie, applicants who have passed the GMAT or GRE test within the last 5 years and have a score higher than 490 for the GMAT test and 300 for the GRE test will have priority, without the score itself conferring any further priority. In the event of a further tie, priority will be given to the youngest candidate.

Only complete sets of documents will be evaluated. The absence of one or more documents required for the calculation of the grade average will result in exclusion from the ranking list.

Applicants who have not yet obtained their degree will be included in the ranking with reservation.

Notes:

Scoring of the GMAT® (www.mba.com) and GRE® (www.ets.org/gre/) tests:

The GMAT test will only be scored if it has been passed with a score above 490 in the 5 years preceding the selection process. The committee will also consider any unofficial GMAT score reports, and applicants agree to submit the official report no later than the deadline for payment of the first instalment.

The GRE test will only be considered as an alternative to the GMAT test if it has been taken with a score above 300 in the 5 years preceding the selection process.

Courses provided by the curriculum of the Master in Accounting and Finance are not taken into account for the achievement of the 15 credits required for admission to the Master programme.

Courses which are recognised for the achievement of the above-mentioned 15 CP cannot be used for a possible shortening of the study career.

In the application portal, you shall upload:

a) **Qualification:**

- if graduated in Italy: diploma supplement or self-declaration (following the Italian D.P.R. no. 445/2000) of the degree awarded with the exams passed (if graduated) or with the exams passed (if not graduated yet);
- if graduated abroad: diploma supplement or final degree certificate with exams passed (if graduated) or transcript of records (if not graduated yet) in Italian, German or English.

The above must contain the following information: final grade, exams passed with grade and date of passing, credit points, scientific fields (the latter only for Italian titles).

For qualifications obtained abroad, also: scale of grades awarded by the university of provenance (with a minimum final grade to obtain the qualification and a maximum final grade achievable).

The Faculty reserves the right to request a description of the contents of the courses and/or teaching hours where necessary.

b) **Excel file:** If you have not graduated yet, you must confirm that you have acquired at least 140 credit points (ECTS) in your course of origin. Please use the excel file available in the application portal.

c) **Optional language certificates** (see point 3).

d) **Optional GMAT and/or GRE certificates** (see point 2)

e) **Optional self-declaration** for passed exams includes in the curriculum of the Master in Accounting and Finance (see point 4).

Please note that mendacious declarations will be sanctioned by criminal law and will result in your automatic exclusion.

Secure your admission and enrolment

If you have been admitted to more than one study programme, you can secure your admission for a maximum of 2 programmes by paying the designated rate twice. By confirming your place, you renounce admission to the other programmes.

1. Choose the study programme and pay the fees (to secure your admission) in the application portal.

The deadlines are indicated in the “Deadlines” section.

If you do not meet this deadline, you will automatically be excluded and the next applicant in the ranking list will be admitted.

For EU citizens and citizens given parity of treatment only: any remaining places of the early bird application, will be offered in the late application.

Please note that you do not gain full student status by only paying the tuition fees. This status will only be acquired upon enrolment. If you have secured your admission, there will be no refund of the tuition fees unless you do not pass your secondary school final exam or, in the event of non-EU applicants living abroad, you do not receive the documents necessary for enrolment from the Italian authorities in your country.

2. Enrol online in the application portal.

The deadlines are indicated in the “Deadlines” section.

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

If you do not meet the enrolment deadline, you will be excluded and the next applicant in the ranking list will be admitted.

Admission with reservation:

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 enrol, and you will lose your place which will be offered to the subsequent applicant in the ranking list. **Advice:** 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 and, only if there are study places still available, you can enrol by 13 December 2024.

If you have gained your qualification abroad, you must upload:

- the diploma of your qualification
- the official translation of your diploma into Italian (not necessary if the diploma has been issued in German or English)
- the Diploma supplement, where it must be indicated: that you have achieved at least 180 credit points (ECTS) and that the qualification gives access to a master programme

In case the Diploma supplement is missing, you must upload the documents indicated below.

If you have gained your qualification abroad in one of the Countries that are signatory to the Lisbon Convention you must upload:

- the Statement of **Correspondence** of your qualification, to be downloaded from the ARDI - Automatic Recognition Database – Italy

If you have gained your qualification abroad in a country that is not a signatory to the Lisbon Convention, you must upload:

- the Statement of **Comparability** of your qualification, issued by the Italian Information Centre on Academic Mobility and Equivalence (CIMEA)
- the Statement of **Verification** of your qualification, issued by the Italian Information Centre on Academic Mobility and Equivalence (CIMEA)

unibz performs the necessary checks on your foreign qualification and in case of doubt reserves the right to request additional documents.

Please note that if you do not possess a valid admission qualification, you can be excluded with Rector’s decree even after enrolment.

If you are a non-EU citizen living abroad:

If you are eligible for admission (check the ranking lists) and have also applied on University, the Italian Authorities in your own country will issue you the entry visa for studies/university.

This will allow you to arrive in Italy to enrol for the study programme that you have applied for, after passing the admission procedure.

According to Italian law, within 8 working days of your arrival in Italy, you must have applied for the residence permit: as soon as you arrive, get in touch with the Advisory Service and you will be given the necessary information for starting the procedure.

Once you will obtain your residence permit (permesso di soggiorno), you have to hand it in at the Student Secretariat personally or via e-mail.

Students intending to transfer from another Italian University to unibz must submit to the Student Secretariat - at the beginning of the academic year - a copy of the transfer application presented at the university of provenance.

Tuition Fees

Fees amount to **€ 1373**

- **1st instalment (€ 773)**: includes the provincial tax for the right to study of € 173 and a revenue stamp of € 16.
- **2nd instalment (€ 600)**: must be paid by March of the following year.

Delayed payment of the second instalment will result in a fine being levied. If you have not paid the tuition fees, you will be unable to take exams and will not be able to transfer to other universities or other study programmes.

If you drop out of a programme, interrupt your studies or are excluded from studies, you are not entitled to reimbursement of the fees.

Exemption from the tuition fees (and the provincial tax) is granted to:

- Students with a disability recognized under article 3, paragraph 1, of Law No 104/1992, or with a disability up to or exceeding 66%: the disability certificate, issued by the health authorities, must be handed in at the beginning of the academic year.
- Foreign students who have been granted a scholarship from the Italian government.

Students who benefit from a scholarship granted by the Autonomous Province of Bozen-Bolzano are entitled to receive a refund of the tuition fees.

Recognition of credit points from previous studies

Credit points from previous university studies can only be recognised after enrolment if the exams taken at the university of provenance are equivalent in content to those offered at unibz. You can fill out the application after enrolment.

The Advisory Service provides support regarding your choice of study. In many cases a simple call or a short request is enough to get the relevant information (Tel. +39 0471 012100).

Sponsors

The study programme is supported by bureauPlattner and Rego.

Advisory Service

Universitätsplatz 1 - piazza
Università, 1
Italy - 39100, Bozen-Bolzano
Tel +39 0471 012100
Fax +39 0471 012109
apply@unibz.it

Opening Hours

Tuesdays: 10:00-12:00
Thursdays: 14:00-16:00

Alternatively, you may call us
throughout the week or book an
online appointment