



UNIVERSITY OF TRIESTE

MASTER PROGRAMMES

Academic Year 2022/2023

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. STUDENTS	MAX NO. AUDITING STUDENTS	ECTS	LANGUAGE	LENGTH	ADMISSION BY
ECONOMIA E MANAGEMENT							
ECONOMIA E SCIENZA DEL CAFFÈ – COFFEE ECONOMICS AND SCIENCE “ERNESTO ILLY” <i>XI EDITION – INTRA-UNIVERSITY</i>	€ 15.016,00	10/30	-	60	English	1 year	✳ qualifications
INSURANCE AND RISK MANAGEMENT <i>NEW</i>	For information and deadlines, fees and admission requirements, visit the website of the Master program						
INTERNATIONAL BUSINESS <i>NEW</i>	For information and deadlines, fees and admission requirements, visit the website of the Master program						
LAW							
DIRITTO DEL LAVORO E DELLA PREVIDENZA SOCIALE <i>XIX EDITION</i>	€ 2.246,00	10/50	-	60	Italian	1 year	✳ qualifications
TRADUZIONE GIURIDICA <i>II EDITION</i>	€ 2.180,00	10/25	-	60	Italian	1 year	✳ qualifications and interview
POLITICAL SCIENCES, INTERNATIONAL STUDIES AND DIPLOMACY							
DMTS – DIRITTO E MANAGEMENT DEL TERZO SETTORE: SISTEMI DI BENESSERE SOCIALE TRA IMPRENDITORIALITÀ, VOLONTARIATO E SUSSIDIARIETÀ <i>NEW</i>	€ 2.946,00	15/25	5	60	Italian	1 year	✳ qualifications and interview
HUMANITIES							
ARCHIVI FOTOGRAFICI: DIGITALIZZAZIONE, CATALOGAZIONE, VALORIZZAZIONE <i>II EDITION</i>	€ 2.046,00	10/50	5	60	Italian	1 year	✳ qualifications and interview

LIFE AND HEALTH SCIENCES

MASTER PROGRAMME TITLE	FEES*	MIN/MAX NO. STUDENTS	MAX NO. AUDITING STUDENTS	ECTS	LANGUAGE	LENGTH	ADMISSION BY
MEDICAL, SURGICAL AND HEALTH SCIENCES							
INFERMIERISTICA DI COMUNITÀ E DI AMBITO GERIATRICO <i>II EDITION</i>	€ 1.580,00	15/25	-	78	Italian	2 years	Ω qualifications and interview
INFERMIERISTICA NEONATALE E PEDIATRICA <i>III EDITION</i>	€ 2.146,00	5/13	-	60	Italian	1 year	Ω interview
INFERMIERISTICA PER L'EMERGENZA-URGENZA NEONATALE E PEDIATRICA <i>III EDITION</i>	€ 2.146,00	5/13	-	60	Italian	1 year	Ω qualifications and interview
MANAGEMENT SANITARIO A PAZIENTI STOMIZZATI ED INCONTINENTI <i>IV EDITION</i>	€ 1.126,00	5/10	4	60	Italian	1 year	Ω qualifications
MEDICINA ORALE E PAZIENTI SPECIAL NEEDS <i>III EDITION</i>	€ 1.280,00	6/18	2	60	Italian	1 year	Ω qualifications and interview

II LEVEL MASTER PROGRAMMES

SOCIAL SCIENCES AND HUMANITIES

MASTER PROGRAMME TITLE	FEES	MIN/MAX NO. STUDENTS	MAX NO. AUDITING STUDENTS	ECTS	LANGUAGE OF COURSE	LENGTH	ADMISSION BY
EDUCATION AND SOCIAL SERVICES							
INSEGNARE IN OSPEDALE E ISTRUZIONE DOMICILIARE: COMPETENZE, METODOLOGIE, STRATEGIE <i>III EDITION</i>	€ 1.346,00	10/25	-	60	Italian	1 year	Ω qualifications

TECHNOLOGY AND SCIENCE

MASTER PROGRAMME TITLE	FEES	MIN/MAX NO. STUDENTS	MAX NO. AUDITING STUDENTS	ECTS	LANGUAGE OF COURSE	LENGTH	ADMISSION BY
INGEGNERIA							
SPECIALIST MASTER OF “MANAGEMENT IN CLINICAL ENGINEERING” (SMMCE) <i>XIX EDITION</i>	€ 2.646,00	10/40	5	60	Italian and English	1 year	Ω qualifications
FISICA							
MEDICAL PHYSICS - FISICA MEDICA <i>X EDITION</i>	€ 2.030,00	10/30	2	120	English	2 years	Ω qualifications
SCIENZE DELLA TERRA							
SUSTAINABLE BLUE ECONOMY <i>VI EDITION</i>	€ 3.086,00	10/25	-	60	English	1 year	✳ qualifications and interview

LIFE AND HEALTH SCIENCES

MASTER PROGRAMME TITLE	FEES	MIN/MAX NO. STUDENTS	MAX NO. AUDITING STUDENTS	ECTS	LANGUAGE OF COURSE	LENGTH	ADMISSION BY
MEDICAL, SURGICAL AND HEALTH SCIENCES							
CHIRURGIA ANDROLOGICA E DISFORIA DI GENERE <i>XIV EDITION</i>	€ 1.246,00	5/6	1	60	Italian	1 year	Ω qualifications and exams
CHIRURGIA ISTEROSCOPICA <i>III EDITION</i>	€ 3.546,00	5/6	-	60	Italian	1 year	Ω qualifications

CHIRURGIA LAPAROSCOPICA IN GINECOLOGIA <i>IV EDITION</i>	€ 3.546,00	5/5	-	60	Italian	1 year	Ω qualifications
CHIRURGIA ONCOPLASTICA DELLA MAMMELLA <i>II EDITION</i>	€ 2.530,00	5/8	10	60	Italian	2 years	Ω qualifications and interview
DIAGNOSI E TERAPIA DEI PAZIENTI CON LINFOMA E MALATTIE LINFOPROLIFERATIVE <i>NEW - INTRA-UNIVERSITY</i>	€ 1.246,00	10/15	8	60	Italian and English	1 year	Ω qualifications
DISTURBI RESPIRATORI NEL SONNO <i>NEW</i>	€ 3.030,00	10/15	2	60	Italian	2 years	Ω qualifications
ECOGRAFIA UROLOGICA ANDROLOGICA E NEFROLOGICA <i>VI EDITION</i>	€ 1.530,00	5/10	-	60	Italian	1 year	In order of enrollment

(*) *The regional tax for the right to study is added to the amount indicated (see Article 7 of this notice).*

⊗ 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 completion 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 limited 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

Secondo quanto previsto dall'art. 3, comma 9, del D.M. 270/2004, ai fini dell'immatricolazione ai Master universitari costituiscono requisito minimo: 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**.

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 enroll online, otherwise their applications will not be considered. Enrolments open **at 3:00 PM on Monday 8th August 2022, and close at 23.59 on Thursday 13th October 2022**. Candidates should:

- Connect** to the appropriate online service available at <https://esse3.units.it/Home.do>. To register online, you must already have your credentials or, if you have a SPID digital identity, use it to **register** on Segreteria Online, so your identity will already be validated.
 - Former students who have lost or have never received their credentials, and do not have a SPID digital identity, should send an email request to helpesse3@amm.units.it, enclosing a scan of a front/back ID document (for clarity, please quote the serial number of the document separately), together with a mobile phone number and email address;
 - If you are enrolling for the first time at the University of Trieste, please register. At the end of registration, print out and keep the memo with your credentials, username and password, as they will be valid for all subsequent access. For any problems, please refer to <http://www.units.it/credenziali>;
- Enrol** for the competition by selecting 'Admission/selection' from the menu and follow the guided procedure;
- pay the admission fee of € 30.00 no later than Thursday 13 October 2022 using the PagoPa platform. On the use of PagoPa see [F.A.Q. PagoPa®-e modalità di pagamento tasse universitarie](#)**, which can be accessed on "Studenti Tasse e agevolazioni Modalità di pagamento e Rimborsi".

In the case of payments from third parties (organisations or companies) to students, please contact the secretariat at master@amm.units.it by 13 October 2022.

By accessing the "Payments" link from the online services it is possible to check the status of the payment (a green light indicates that the payment has been credited) with the caveat that it is updated in real time.

Payment methods other than those provided by the Esse3 system are not permitted.

Enrolment in the competition for admission to the Master's degree course ends with payment of the admission fee (€ 30.00). In the absence of such payment, enrolment will not be considered valid.

The contribution for admission to the competition will not be refunded under any circumstances.

The application shall be deemed to have been signed by the candidate with the attendance signature that will be required on the day of the admission test or, if this is not the case, at the time of registration.

In addition to the admission procedure, **applicants with a foreign qualification** must submit a pre-enrolment application **by the deadline of 13 October 2022** on the ministerial portal University (https://www.university.it/index.php/students/stranieri) by entering all the required attachments. UniTS will examine the pre-enrolment applications and, if all the necessary documents are uploaded, will confirm eligibility for admission directly on University. They will also have to submit a CIMEA certificate or other certificate issued by foreign official bodies (e.g. the Diploma Supplement, if issued by the foreign university) to the Master's Degree Secretariat. CIMEA has an agreement with UniTS and guarantees the issue of the certificate of comparability in 15 days. To receive the certificate, please visit <http://www.cimea.it/it/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx>.

Alternatively, candidates may present a certified copy of the qualification with the relative declaration of value, issued by the competent Italian Embassy or Consulate in the country in which the qualification was obtained. These documents must be legalised or stamped with an Apostille stamp (except for countries that have signed agreements on exemption from legalisation) and officially translated into Italian. The declaration of value or other equivalent certification must contain the final grade of the qualification and the scale of values to which the grade refers. In the absence of this indication, the minimum mark will be awarded.

Non-EU citizens must also present their residence permit.

Those who do not hand in the documents or who present them after the deadline will be admitted subject to a reservation and, if they are successful, must hand them in at the time of enrolment (see art. 4). Otherwise they will lose the right to enrol.

Foreign citizens (non-European Union) resident abroad, before enrolling online following the above procedure, must have submitted the pre-enrolment application and applied for a study visa to the Italian Embassy or Consulate competent in their country of residence. Upon arrival in Italy, and in any case no later than the deadline for the enrolment application, candidates must hand in the documents finalised by the Consulate and present the receipt of the residence permit application at the Postgraduate courses desk. .

Candidates with disabilities and candidates with specific learning disorders

Candidates with a disability or impairment as per Law no. 104/1992 or DSA as per Law no. 170 of 2010 who intend to enrol in a Master's degree programme for the academic year 2021/2022 must scan their disability or impairment certification or certification for the diagnosis of DSA and send it promptly to disabili.dsa@units.it.

Applicants with a disability recognised by the National Health Service Commissions of between 66% and 100% are entitled to a subsidised fee. Interested parties are invited to contact the Master's service at master@amm.units.it for further information no later than 13 October 2022.

Admission tests

As regards the date, venue and time of the tests, please see the web page of each individual Masters Course.

Candidates will be admitted to sit the admission examination upon presentation of a valid personal identity document.

Examination results will be announced by publication on the University website on the Official University Register (www.units.it/ateneo/albo) and on the page www.units.it/master under "Activated courses".

No personal communications will be sent to those concerned; the online publication has official value.

The Didactic Regulations of each Master's Course and any other useful information can be consulted on the University of Trieste's website at www.units.it/master under the heading "Activated Courses".

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

Students enrolled in a first/second level course of studies for academic year 2020/21 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, available on www.units.it/master under "*Modulistica studenti*", certifying the above condition. 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 enroll 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 2021/2021: 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 2021/2022: 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 or digital identity (SPID);
2. **follow** the procedure of matriculation, providing the required data and the aforementioned attachments;
3. **pay** the first instalment of taxes and fees **directly online** 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 enrolment deadline.

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.

Enrolment to the Master Programme is finalized upon payment of the first installment of the enrolment fee. Lacking such payment, enrolment will not be carried out.

Non EU citizens holding an Italian qualification must present their permit 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 video training on Safety

As matriculation is completed, a virtual badge is issued on the *myUnits* application.

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**. Moreover, the personal university account allows the student to login the online platform for distance learning classes (when applicable).

After the completion of the matriculation process by the Administrative Office, students must follow the **videotraining on safety** (available at www.units.it/master, under "Formazione sicurezza"). This 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 by sending an email to master@amm.units.it, writing "*ISCRIZIONE UDITORI – MASTER IN ...*" in the subject line, strictly by **13rd October 2022**.

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 enrollment 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 "Certificate of Attendance".

6. ENROLMENT AS SUPPLEMENTARY-YEAR STUDENTS

Students who enrolled to the same Master Programme in academic year 2020/2021 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 enroll 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 09.06.2023**.

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 19.06.2023**. **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 28.09.2023 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.

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.

The **first instalment**, to be paid upon matriculation, is 50% of the matriculation fee plus the lowest regional tax (€ 120.00).

The **second instalment, settling the fee**, is to be paid by **28.04.2023** and includes any balance of the Regional Tax and, for master programmes where it is possible to pay in installments, 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 2021 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 2022 ISEE certification for University (Indicatore della Situazione Economica Equivalente - Equivalent Economic Status Indicator).

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

- o € 120.00 if calculated based on a ISEE certification for University under or equal to € 24.335,11;
- o € 140.00 if calculated based on a ISEE certification for University from € 24.335,12 ed € 48.670,22;
- o € 160.00 if calculated based on a ISEE certification for University higher than € 48.670,23 and for those who do not submit a ISEE certification for University.

The 2022 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. It is possible to request the Equivalent Economic Status Index (ISEE) also for University. The current Equivalent Economic Status Index (ISEE) application must be signed: by February 28, 2023 by students enrolling in the academic year 2022/2023 in 2022 against an ordinary ISEE already presented by 31 December 2022. Students shall send an email to tasse.studenti@amm.units.it (using your institutional email) 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 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 by 31st December 2022 for students who enroll and pay the first installment in 2022.

The following are excluded from the restatement of taxes and are therefore required to pay contributions to the maximum extent:

- students who do not require the ISEE applicable to the facilitations for the right to higher education by the above dates;
- students who obtain the restatement of fees and contributions on the basis of an ISEE for the University that is untrue or false.

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 **€ 60.00 for a delay between 31 and 45 days, and €100.00** if the delay is over 45 days.
- Fee for enrolment to Individual Courses: € 40.00** per ECTS (max 36).

Students shall be notified when fees and taxes are registered by automatic email sent to their university email account. They shall not be notified individually.

8. SINGLE COURSES: HOW TO ENROLL

Enrolment to single courses is allowed up to a 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. 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 is 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 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 will not be considered valid.

11. ENROLMENT TO SECOND YEAR (Two-year Programmes – students enrolled in a.y. 2020/2021)

In order to complete the enrolment to the second year, students must pay the Regional Tax and the stamp duty strictly **by 16.12.2022**.

The second installment, equal to any balance of the Regional Tax, shall be paid **by 28.04.2023**.

Students shall be notified when fees and taxes are registered with an automatic email 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.

12. "PA 110 E LODE" INITIATIVE RESERVED TO PUBLIC EMPLOYEES

Following the Memorandum of Understanding signed by the University with the Minister for Public Administration, all public employees are allowed to enroll in the following University Masters, with the payment of a discounted rate:

1st level Master

- Stock Photography: digitization, cataloging, enhancement (5 places)
- Labor and social security law (15 places)
- DMTS - Third sector law and management: social welfare systems between entrepreneurship, voluntary work and subsidiarity (3 places)

2nd level Master

- Teaching in hospital and home education: Skills, methodologies, strategies (5 places)
- Specialist master of "Management in clinical engineering" (SMMCE) (4 places)
- Sustainable blue economy (2 places)

The enrollment fee for the aforementioned courses is € 266.00 plus the regional tax (see point 7) and the admission fee (see point 2). Candidates interested in accessing this initiative must carry out the online admission procedure according to the procedures and deadlines as indicated in point 2 above. To calculate the reduced contribution, at the time of the online procedure, the candidate must select the administrative category "*Studente dipendente pubblico - Student civil servant*". Applications will be accepted up to the maximum number of places indicated above and candidates will not compete for reaching the minimum number for the activation of the course. In the event of failure to reach the minimum number of "ordinary" registrations, the registration fee will be refunded with the exception of stamp duty and the admission fee.

13. CONTRIBUTIONS TO REDUCE THE COSTS OF FEES AND ATTENDANCE OF MASTER'S COURSES

The Autonomous Region of Friuli Venezia Giulia, within the limits of the financial resources available, grants contributions for the abatement of enrolment and attendance costs for some 1st and 2nd level Masters courses. The list of Masters courses will be available on the website www.units.it/master, in the section "Contributi per l'abbattimento dei costi di iscrizione".

For information, please consult the notice available at <http://www.ardiss.fvg.it/contenuti.php?view=news&id=10391>.

14. DATA PROCESSING

Pursuant to art. 13 of EU Regulation 2016/679, any personal data provided by the candidates shall be processed, saved and filled 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.

15. 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

16. 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 matters not specified in this notice, reference is made to the relevant legislation in force and to the provisions in force at the University of Trieste.

Further information, please contact:	
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