

Admission to the First Level Master in "Business Administration"

Academic year 2013/2014

Art. 1 - Admission

For academic year 2013/2014, the procedure for admission to the First Level Master in "Business Administration" is hereby started. A sheet containing relevant information for admission to the master is attached to the present document and it is considered as part of it.

Article 2 - Admission Requirements

In order to apply for admission, applicants must satisfy the requirements listed in the attached card.

The applicants who are owner of foreign academic degrees must produce, before the deadline for application, the following documents:

- a) bachelor's degree translated and legalized by the Italian Authority competent for the country of the institution that issued the degree;
- b) each degree has to be presented together with the corresponding "declaration of local worth" ("dichiarazione di valore in loco") issued by the competent Italian Authority;
- c) certificate with the list of passed exams translated and legalized by the same Authority.

These documents have to be sent to: University of Pisa – Direzione "Didattica e servizi agli studenti" – Settore Laureati – Master – Via E. Fermi, 8 - 56126 Pisa.

If this documentation is not received before the deadline for applications, the applicant will be excluded from the admission to the master, unless the delay is due to causes related to the completion of the procedures by the competent diplomatic authorities. In this case the office, after enquiring the competent diplomatic authorities about the timing of release of the requested documentation, will evaluate the possibility of "conditionally admitting" the applicant ("con riserva").

For non-EU citizens residing abroad, for the purposes of issuing a long residence permit, the University will communicate to the competent diplomatic authority the names of the candidates who are admitted to the master (Ministerial Circular available at: www.studiare-in-italia.it/studenti stranieri/5.html).

Applicants who will obtain the required degree after the application deadline but before the start date of the courses (as reported in the attached card), will be conditionally admitted to the master. In this case the applicant must present to the Didactic Office (Segreteria Didattica) of the Master either a certificate or a self-certification witnessing the obtainment of the degree. Even in the case that the starting date of the course has to be postponed, the date indicated in the attached card as starting date of the master will continue to be the deadline for obtaining of the required degree.

The University may exclude at any time applicants and students not possessing the requested requirements.

Article 3 - Application for admission to the master

To take part to the procedure for admission to the master, the applicant must apply on-line for pre-registration at URL <http://www.unipi.it/studenti/offerta/master/accesso/index.htm> within the deadline indicated the attached card, providing the requested information. By the same deadline the applicant must pay the fee of € 40,00 for administrative charges: failing to complete this payment, the applicant will be excluded from the admission procedure. The aforementioned fee is refundable only if the master will not be activated. Possible extensions of the deadline for the presentation of the on-line applications, with a consequent shift of deadline for the payment of the aforementioned fee, or for carrying out the selection procedure will be communicated by updating the attached card, to be consulted on the University website.

Applicants are recommended to fill in the on-line application by carefully following the instructions provided in the Practical Guide (pre-registrations open on: July 31, 2013 – close on: October 15, 2013). When completing the procedure for submitting the online application, the system releases the MAV for the payment of the aforementioned fee aforesaid and a receipt of "completed pre-enrollment". This receipt, distinguished by a unique serial number, is the only document witnessing the correct submission of the documentation.

Only for payments from abroad the applicant must pay to the bank account of the University of Pisa using the following coordinates: Banco Popolare – Piazza Dante, 1 – Pisa – BIC or SWIFT: BAPPIT21T51, IBAN: IT66L0503414011000000365212, indicating Name and Surname, as well as the purpose of the payment.

The selection for admission of students will be held only if the number of applications exceeds the maximum number of places available, in the way described in the attached card. In this case, the selection will assign a score for the formation of a merit ranking according to which the applicants who have the right to register to the master will be identified.

After the deadline for application each applicant will have to consult the card where it will be reported if the selection procedure will be held or not.

Applicants with disabilities or applicant with DSA certification (specific learning disabilities), in order to take advantage of suitable assistance or of additional time during the admission test, if

any, should refer to the following page of the University website: <http://www.unipi.it/index.php/servizi-e-orientamento>. For informations, the applicant may also contact the USID office (Unit for Services for the integration of students with disabilities), Largo Pontecorvo, n.3 – 56127 – Pisa, e-mail usid@adm.unipi.it; phone numbers: +39 050 2213608/9, 050 2213434/627 fax 050 2213610.

Article 4 – Auditors

The admission to the master is open to a number of auditors, as fixed in the attached card. Auditors do not need to possess the degree required for admission.

Auditors may take part, even partly, to the teaching activities of the master, but they cannot face the intermediate tests, nor attend the internship activities. Participation to the master as auditors does not allow, in any case, the acquisition of the title nor the obtainment of academic credits. Auditors will receive a certificate of participation to the educational activities attended, signed by the Director of the Master.

Applicants wishing to participate to the master as auditors can apply for admission by just filling in the form downloadable from: www.unipi.it/studenti/offerta/master/accesso/busadm13/mod_udi.rtf

The application must be received at the Direction "Didattica e servizi agli studenti" - Settore "Laureati" – Master – Via Fermi, n.8, 56126 Pisa; within the deadline indicated the attached card, otherwise it will not be accepted.

If the number of requests to participate to the master as auditors exceeds the maximum, the Council of the master will decide on their admission according to selection criteria that will have to be made explicit in a corresponding resolution.

Article 5 - Concessions for contribution

The master provides for the granting of concessions for the contribution, the amount of which and whose mode of attribution are indicated on the card. The concessions are incompatible with any other form of economic benefit intended to support enrollment to the master. In case, therefore, that the student appears as recipient of more than one benefit from different sources, he or she will have to opt for the one that feels most favorable, including through return of any amounts already received. The student, owner of a concession for the contribution, that decides to give up the master, will have to return the amounts already perceived.

Article 6 - Evaluation of educational qualifications

For the possible admission procedure, applicants must submit, by the deadline of the call, at the Secretary's office of the master, the documentation indicated on the card, filling in the corresponding curriculum form, downloadable at:

www.unipi.it/studenti/offerta/master/accesso/busadm13/cv.rtf

If the applicant has submitted pre-enrollment applications for more than one master, he or she will have to provide for each application the required documentation, as it is not possible to make reference to documents and publications of applications already submitted. The Commission does not take into consideration statements, qualifications and publications achieved after the deadline for registration in the admission procedure.

Article 7 - Registration to the master

The failure to reach the minimum number of participants expected, might not allow the activation of the course. In case of failure to start, it will be communicated to the parties concerned that both the fee paid for administrative charges and the contribution for enrollment possible paid will be reimbursed.

Upon enrolling in the course, the admitted candidates will have to confirm the possession of the academic title declared on-line, through a special self-certification, being aware of the penalties provided by the Penal Code and by special laws (artt.75 and 76 of Presidential Decree no. 445/2000) for false and misleading statements, that also imply the automatic decadence from the registration. The university administration will provide for the recovery of any contribution granted, and installments of the fee already paid will not be reimbursed.

The information about modalities and terms for registration to the master will be published on the website of the University (www.unipi.it) - Offerta didattica - Sezione master- pagina relativa al master di I livello in "Business Administration".

It is permitted to enroll in other master or other courses of study at the University of Pisa, as long as the obligations of frequency of each of them are satisfied and these other courses do not provide for incompatibility. In case the contemporaneity of registration involves a master of the University of Pisa with a course from another university, also the rules and regulations of the university involved shall be respected.

Students from abroad can refer to the Teaching Office of the Master (s.italiano@ec.unipi.it) or to the Welcome Office (international@unipi.it) for all information related to the issuing of visas, residence permits and other services offered, concerning the welcome of foreign students, including the possibilities that the University offers for lodging.

Art.8 - Processing of personal data

With reference to the provisions of Legislative Decree no. Jun. 30, 2003, No. 196 "Code concerning the protection of personal data" on the protection of persons and other subjects regarding the processing of personal data and, in particular, the provisions of Article. 13.

Interested parties are entitled to the rights provided for in Articles. 7, 8, 9 and 10 of the aforementioned Decree, which include the right of access to data relating to them, as well as some additional rights including the right to correct, update or delete incorrect, incomplete data or data

collected not in accordance with the law, as well as the right to oppose their processing for legitimate reasons.

For matters not specified in this provision one refers to the current legislation.

Art.9 - Advertising, additional info and responsible for the procedure

Responsible for the procedure for the enactment of this provision, the application process on-line and, for the evaluation and registration, and Dr. Franca Cancherini. Any information may be requested from the "Laureati" office through its on-line portal, at <http://sportellovirtuale.unipi.it/> .

First Level Master in	Business Administration (Master entirely taught in English)
Cultural field	Juridical Sciences, Economics and Statistics, Political and Social Sciences
Course start date	- January 20, 2014 -

Class size (max.)	Minimum number of students for activating the course
50	10

Auditors
Available places for auditors (unregistered students allowed to sit in on lectures): 4

Entry requirements
ANY FIRST OR SECOND LEVEL UNIVERSITY DEGREE (For example, any Italian "Laurea Triennale", "Laurea Specialistica", "Laurea Magistrale", or "Laurea Vecchio Ordinamento")

Deadlines for online submission of pre-enrollment registration form	
Pre-enrollment registration start	- July 31, 2013 -
Pre-enrollment registration end (deadline to be met to avoid exclusion from the admission procedure)	- October 15, 2013 at 1:00 pm -

Procedure and timetable for admission test
Overall evaluation of Curriculum
In order to allow a better evaluation of the Curriculum, the candidate may

attach any documentation he/she considers appropriate, including recommendation letters. For the preparation and submission of the curriculum (possibly with attached documentation) see art. 7 of the Call for Application.

Possible interview

Motivational interview and verification of basic knowledge; verification of knowledge and speaking skills in English.

Data – October 25, 2013 –	Location - Department of Economics and Management Via Cosimo Ridolfi, 10 - Pisa - NB - Candidates may arrange with the Master's Didactic Secretary the possibility to held the interview remotely by electronic means.

Tuition fees (instructions for payment will be published on the University website after the application deadline)

Regular students	Tuition fee: € 8,000.00 Payable in 4 installments
Auditors	Amount of contributions: € 5,000.00 Payable in 3 installments

Fee discounts

Regular students	Five regular students will be granted a discount on the fee of € 1,600.00 each, in the form of exemption from the third installment. The discounts will be assigned on the basis of a merit ranking, compiled after a specific test.
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Contact information

Segreteria Didattica del Master di I livello in "Business Administration":

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e.mail: s.italiano@ec.unipi.it

Link sito web - <http://mba.master.unipi.it/>

For the call for application and for online submission of pre-enrollment registration form, see:

<http://www.unipi.it/studenti/offerta/master/accesso/index.htm>