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The official text of the announcement is its Italian version published by the  
competent authorities of the University of Trieste.**



## **UNIVERSITA' DEGLI STUDI DI TRIESTE**

### **GENERAL MASTER ANNOUNCEMENT**

#### **1.ADMISSION RULES**

According to the art.3, comma 9, of DM 270/2004, to be admitted to the Masters applicants must be in possession of :

- for a first level master, a first level degree award or of a corresponding degree
- for a second level master, a degree awarded before DM 509/99 or a second degree award.
- For specific requirements, see also the presentation sheets.

**Students without the required degree may also submit the application form, if they will graduate within the term of the entrance exam.**

#### **2. ADMISSION APPLICATION**

Applications for pre-inscription to the course, must be submitted **from September 19<sup>th</sup> to no later than 07/11/2011 at 12:00 AM. (Italian time)**

#### **A. ITALIAN AND EU CANDIDATES HAVING AN ITALIAN DEGREE should apply ONLY THROUGH ON-LINE PROCEDURE**

1. visit page [www.units.it/didattica/postlauream](http://www.units.it/didattica/postlauream) link “*Domanda di ammissione*”
2. register and apply following the instructions. (Remember Username and password for future reference with the university!!)
3. Students will have to pay 20€ fee through UNICREDIT bank using the personal form or credit card

**The registration is concluded once the registration form is printed and the payment done.**

The NON-EU students living in Italy must send, before the over mentioned deadline, a copy of the demand/receipt of their permit to stay (Permesso di soggiorno).

#### **B. ITALIAN AND EU CANDIDATES HAVING A FOREIGN DEGREE should apply ONLY THROUGH ON-LINE PROCEDURE**

These students should register through the on-line procedure **no later than 07/11/2011 at 12:00 AM. (Italian time)** print and sign the registration and submit it to the Secretary of the University of Trieste together with the following documents, approved by the Italian Consulate: 1) certificate of the degree, mentioning the exams passed, translated and given a legal value by the Consulate; 2) declaration of the value of the title.

**Students will have to pay 20€ fee**

The NON-EU students living in Italy must send, before the over mentioned deadline, and along with the other documents also a copy of the demand/receipt of their permit to stay (Permesso di soggiorno). The copy of the permit to stay may be send, only by **registered mail**, to this address: Sezione Servizi agli studenti e alla didattica – Ripartizione Formazione Post Lauream – Università degli studi di Trieste – P.le Europa, 1 – 34127 Trieste. The letter must **arrive** to the office before the deadline.

**C. NON-EU CITIZENS living abroad must submit the pre-inscription application available at [www.units.it /didattica/postlauream](http://www.units.it/didattica/postlauream) no later than 07/11/2011 at 12:00 AM. (Italian time)**

After the university accepts your registration, you can address the Italian consulate with their degree for the requested formalities (translation, legalisation and declaration of value) and to obtain a student visa.

The pre-inscription application form and the above-mentioned documents must be received by the University of Trieste by and no later than 07/11/2011.

When access to the University, candidates must submit a certificate of his qualifications with examinations accompanied by an official translation in Italian as well as legalization and declaration of value.

Applicants whose documentation will arrive after the deadline of 07/11/2011 will be admitted conditionally.

Non-EU citizens resident abroad are allowed with reserves, which were likely to registration in a Master's degree must complete the documentation within 14/12/2011, or risk losing the right to enroll.

Please note that With regard to the payment of the admission of 20 € this will happen in the manner that will be sent via e-mail to interested parties

### **3. ENROLMENT**

Beneficiaries must, within a deadline of **Wednesday, December 14, 2011, 12:00:**

1. **Connect** to the online service <http://www.units.it/esse3/onlinepostlauream/> using the User Name and Password they already have. Follow the instructions and print the enrollment form;
2. **pay** the full contribution of registration or the first installment (if installments) directly online by credit card, if the service is enabled, or at any UniCredit Banca using the payment form you can print at the end of the process. No other banks, or other kind payment are admitted;
3. **deliver** within the deadline of 14 December 2011, the demand for registration, payment receipt and attachments if required.

An application for registration may be submitted directly to the office for Postgraduate Training Division, Central Building, Piazzale Europa 1, right wing, ground floor, during opening hours, or by fax at 0405583100, or mail (only if sent by registered post) at: Postgraduate Education - University of Trieste - Piazzale Europa, 1 - 34127 Trieste.

**Note: For applications submitted by mail will not be accepted date of dispatch, even if within the time limits.**

In the case of forwarding mail or through third parties, with the enrollment form must be attached a front and back photocopy of a valid identity document.

The candidates who will not comply with the above conditions within that time will be considered as having renounced and the seats will be vacant will be made available to the next candidate in order of ranking. The list of vacancies following the withdrawal of the winners and the names successors of the successful candidates will be published on the site [www.units.it / teaching / postlauream](http://www.units.it/teaching/postlauream) by 19.12.2011. These candidates are required to submit by the deadline of 22.12.2011 all the documentation required for registration. The eligible applicants who do not abide by the terms and procedures above will be considered fallen in all respects.

Candidates can **collect the documents presented when applying for admission** (publications, theses, etc..) from the thirtieth day following the publication of the ranking list. These documents, if not claimed within three months, will be permanently archived.

### **4. REGISTRATION FOR SECOND YEAR (FOR TWO-YEAR MASTER)**

The application to the second year, made on the appropriate form (available at the site [www.units.it / teaching / postlauream](http://www.units.it/teaching/postlauream)) must be submitted to the Segreteria Formazione Post Lauream, Piazzale Europa 1, right wing, ground floor, within 10 days of the start of the second year of lessons.

## **5. REGISTRATION supernumerary**

### **(PAY ATTENTION!! if you do not finish the MA within two years)**

Those students who have already been registered to the same master in the academic year immediately preceding, have complied with the compulsory attendance of the courses but who have not completed the examinations and thus have not achieved the title can enroll in a Master as supernumerary .

These students are recognized in excess of the frequencies obtained and office examinations and practical training with their credits already earned.

The application must be completed on the appropriate form (available at the site [www.units.it / teaching / postlauream](http://www.units.it/teaching/postlauream)) and must be accompanied by the payment of the fee and surcharge referred to in paragraph 6.

The students will fail the programme if they will not achieve the title before the special session last of the year.

## **6. FEES AND GENERAL INFORMATION**

With regard to the total contributions of registration, including stamp duty paid online, see the table above.

For the Master for which was provided for payment in installments (two installments), the first installment, payable upon enrollment, will be:

- a) **€1,014.62** for the Masters with a contribution of less than 3.000,00 euro
- b) **€2,014.62** for the Masters with a contribution of less than 4,000.00 euros
- c) **€3,514.62** for other Masters

The second installment of the balance, has to be paid by the deadline of **30.03.2012**.

- For all other Masters of the total planned contribution must be paid upon enrollment.
- The contribution and the additional fee for registration in excess (supernumerary), referred to in paragraph 5, amounted to €1014.62 inclusive of stamp duty.
- The contribution to the Master's degree amounts to 30.00 euros to be paid only by credit card or by accessing the link "Payments" of their own on-line area after having successfully completed the master.

## **8. APPLICATION FOR OBTAINING the TITLE**

At the end of the Master, to the final examination, the candidates - in order with the payment of dues, attendance and exams - must apply for achieving the title at the door of the Division of Postgraduate Education, Central building in Piazzale Europa 1 - Trieste, right wing, ground floor, during opening hours.

The procedures and deadlines for submission of the application will be published on the web page (<http://www-amm.units.it/master.nsf?OpenDatabase>) with appropriate notice.