

UNIVERSITY OF TRIESTE  
DEPARTMENT OF ECONOMICS, BUSINESS, MATHEMATICS AND STATISTICS  
(DEAMS) 'Bruno de Finetti'

REGULATION ON EDUCATIONAL ACTIVITIES OF THE BACHELOR'S DEGREE IN  
'BUSINESS ADMINISTRATION AND MANAGEMENT / ECONOMIA E GESTIONE  
AZIENDALE' (EC01A)

Ministerial Class 'L-18 R – Business Administration'

**2026-2027 cohort**  
**Approved by the Departmental Council on 6 March 2026.**

**Article 1 – General provisions and scope**

1. The Bachelor's Degree in Business Administration and Management, falling under Ministerial Class 'L-18 R – Business Administration', is established within the Department of Economics, Business, Mathematics and Statistics of the University of Trieste.
2. This Regulation on Educational Activities defines the organisational aspects of this degree programme in accordance with current legislation and specifically pursuant to:
  - a) Article 11(2) of Italian Law No 341 of 19 November 1990;
  - b) Article 12 of Italian Ministerial Decree No 270 of 22 October 2004; Article 10 of the University's Regulation on Educational Activities;
  - c) the Statute of the University of Trieste;
  - d) the University's Regulation on Educational Activities.
3. This Regulation on Educational Activities is established in accordance with the degree programme outline. This is done in full respect of academic freedom and taking into consideration the rights and obligations of teachers and students.
4. This Regulation on Educational Activities is established in accordance with the procedures of self-assessment, periodic assessment, and accreditation system for degree programmes (AVA) set by the Italian National Agency for the Evaluation of Universities and Research Institutes (ANVUR), and in accordance with the information included in the Annual Degree Programme Form (*Scheda Unica Annuale del Corso di Studio – SUA-CdS*), based on the resolutions adopted by the Departmental Council.
5. This Regulation on Educational Activities is defined every year by the Departmental Council after hearing the relevant teacher-student committee. The document is then submitted to the Academic Senate for approval.
6. The full Regulation is published on the [Department's website](#).

**Article 2 – Degree Programme Coordinator**

1. Pursuant to Article 28(7)(o) of the Statute, the Departmental Council appoints the Degree Programme Coordinator from among the tenured teaching staff members teaching in the degree programme.
2. The term of office of the Coordinator is three academic years and it cannot be renewed more than



once.

3. The tasks of the Coordinator are established by the regulations in force, in particular by the University's Statute and by the provisions contained in the AVA system.
4. The Coordinator also coordinates the degree programme's Quality Assurance (QA) group.
5. The Coordinator has the following functions:
  - a) overseeing the activities of the degree programme, managing relations with the Department, convening and chairing the Degree Programme Coordination Board referred to in Article 3 of this Regulation, and proposing its members to the Departmental Council;
  - b) collaborating with the Departmental Council in drafting the annual documents on the list of courses on offer;
  - c) proposing educational innovation projects;
  - d) coordinating educational activities in accordance with the authorisation given by the Departmental Council;
  - e) overseeing the periodic evaluation of the ECTS credits awarded within the degree programme, also following the recommendations of the teacher-student committee, and proposing any changes to the Departmental Council;
  - f) identifying and proposing tools to improve guidance and tutoring services as well as supplementary educational services;
  - g) proposing amendments to this Regulation;
  - h) collaborating with the relevant departmental committees and University services in outreach initiatives for high-school students and networking events for graduates.

### **Article 3 – Degree Programme Coordination Board**

1. A Coordination Board is established for this degree programme.
2. The Board is composed of the Degree Programme Coordinator and of at least two tenured teaching staff members who teach within the programme.
3. The Coordinator proposes the members of the Board to the Departmental Council for approval.
4. The Coordination Board supports the Coordinator's activities.
5. In particular, the Coordination Board reviews the study programmes to be submitted to the Departmental Council for approval.

### **Article 4 – Degree programme's Quality Assurance group**

1. A Quality Assurance group is established for this degree programme.
2. The QA group is composed of the Coordination Board, of at least one student enrolled in the degree programme, and of a member of the Departmental Academic Services.
3. The QA group is coordinated by the Degree Programme Coordinator.
4. The QA group monitors the degree programme's data on educational activities and support services, reviews the degree programme, performs other functions required by the AVA system and contributes to the overall quality assurance process of the degree programme.

### **Article 5 – Structure and organisation**

1. The Bachelor's Degree Programme in *Business Administration and Management* is organised and managed in accordance with the following documents:
  - a) the degree programme outline;
  - b) the list of taught courses and educational activities;
  - c) the annual study programme.



### Article 6 – Degree programme outline

1. In accordance with the Annual Degree Programme Form and pursuant to the resolutions adopted by the Departmental Council, the outline of the Bachelor's Degree in *Business Administration and Management* defines the structure and organisation of the programme. It defines how to apply the criteria of the ministerial class to which this bachelor's degree programme belongs.

### Article 7 – List of taught courses and educational activities

1. The Bachelor's Degree in *Business Administration and Management* is divided into the following curriculums:
  - a) *Amministrazione e controllo*: taught in Italian;
  - b) *Gestione aziendale*: taught in Italian;
  - c) *Business and management*: taught in English.
2. The Bachelor's Degree in *Business Administration and Management* includes educational activities divided into the following types:
  - a) core subjects (type A);
  - b) advanced concepts and skills (type B);
  - c) complementary subjects, including contextual knowledge and interdisciplinary perspective (type C);
  - d) elective subjects (type D);
  - e) activities relating to the final examination (type E);
  - f) educational activities aimed at developing additional language and/or ICT skills, and any other professionally relevant skills, as well as internships (type F).
3. The list of taught courses and educational activities defines the elements below for each curriculum of the degree programme:
  - a) for each type of educational activity and field, the academic disciplines covered by the relevant taught courses or educational activities;
  - b) for each taught course or educational activity, the modules into which the course may be divided, the year of offer, and the relevant ECTS credits.

### Article 8 – Annual study programme

1. The annual study programme is described in **Annex A** in accordance with the provisions of the Annual Degree Programme Form, based on the resolutions adopted by the Departmental Council.
2. The educational objectives of individual courses are set forth in **Annex B** to this Regulation.

### Article 9 – Admission to the degree programme

1. The degree programme has no competitive admission, but all candidates must take an initial proficiency assessment test.
2. The courses in this degree programme require logical and deductive reasoning skills, typically acquired during high school, which enable students to successfully tackle subjects spanning many fields of knowledge, particularly in economics, business, mathematics, statistics and law.
3. Students who wish to enrol in the Bachelor's Degree in *Business Administration and Management* must have obtained a secondary school diploma or another foreign qualification recognised as equivalent under the current legislation.
4. For non-EU students with their permanent address (*residenza*) abroad, admission to the Bachelor's Degree in *Business Administration and Management* is subject to a specific quota; the number of available places is determined by the Departmental Council.



5. In order to enrol in the curriculums taught in Italian *Amministrazione e controllo* and *Gestione aziendale*, the initial proficiency assessment is carried out through a mandatory non-competitive test organised by CISIA (<https://www.cisiaonline.it/en>) which is called TOLC-E (Test On-line CISIA – Economics). The TOLC-E consists of questions divided into the following three sections: mathematics, logic, verbal comprehension ([www.cisiaonline.it/en](http://www.cisiaonline.it/en)). Candidates who take the test and score below 9 may still enrol and take the first-year exams but they will have to complete additional educational requirements (*Obblighi Formativi Aggiuntivi – OFA*). The additional educational requirements will be fulfilled upon passing *Matematica Generale*. Students who have not fulfilled their additional educational requirements during the first year may still enrol in the second year of the programme but will not be able to take second-year exams until they have passed *Matematica Generale*.
6. Non-EU students with their permanent address (*residenza*) abroad who wish to enrol in the *Amministrazione e controllo* and *Gestione aziendale* curriculums will have to pass an Italian language proficiency test in accordance with the [University's guidelines](#).
7. In order to enrol in the *Business and management* curriculum, which is taught in English, a language proficiency assessment is carried out through a test called [CEnT-S \(CISIA English Test-Sciences\) organised by CISIA](#). The CEnT-S is held in English and consists of questions divided into the following sections: Mathematics, Reasoning on texts and data, Biology, chemistry, and Physics. Candidates who achieve a score below 8 in Mathematics and in Reasoning on texts and data, may still enrol and take the first-year exams but they will have to complete additional educational requirements. The additional educational requirements will be fulfilled upon passing the Mathematics exam. Students who have not fulfilled their additional educational requirements during the first year may still enrol in the second year of the programme but will not be able to take second-year exams until they have fulfilled the additional educational requirements.
8. In order to enrol in the *Business and management* curriculum, candidates must be able to demonstrate an English level B2 on the CEFR scale through appropriate documentation (see **Annex C** for details).
9. The TOLC-E and CEnT-S tests may be taken from 1 January of the year before enrolment until the enrolment deadline set by the University.
10. Applicants who passed the SAT or GMAT and achieved a total score of 800 out of 1600 on the SAT or a total score of 400 out of 800 on the GMAT are exempt from taking the TOLC-E/CEnT-S test.

#### **Article 10 – Change of curriculum, transfer from other degree programmes or universities and reduction in the number of required exams**

1. Students coming from other degree programmes, whether at the University of Trieste or at other universities, in Italy or abroad, must demonstrate that they possess the knowledge required for admission.
2. To this end, students wishing to transfer to the first year of the programme must undergo the initial proficiency assessment test referred to in Article 9 like other students in order to complete their transfer procedures.
3. Students who are admitted to a year beyond the first are exempt from the initial proficiency assessment test (TOLC-E or CEnT-S). Admission to the second year of the programme requires the recognition of at least 30 credits from first-year subjects. Admission to the third year of the programme requires the recognition of at least 60 credits from first- and second year subjects. The Degree Programme Coordinator may also grant an exemption from the initial proficiency assessment test in the case of transfer to the first year, depending on other tests taken by the student (TOLC-S,



TOLC-I, GMAT, SAT) and/or their academic record.

4. Transferring students may request to have previously earned credits recognised if they are consistent with the educational objectives and outline of the degree programme. The reason for any rejection will be detailed.
5. The Departmental Council decides on the recognition of credits after consulting the Degree Programme Coordination Board.
6. Transfers are governed by specific University procedures.
7. In order to be admitted to the *Business and management* curriculum, candidates must be able to demonstrate an English level B2, including through a certificate. Knowledge of the subject-specific vocabulary of the recognised exams must also be assessed. In order to be admitted to the *Amministrazione e controllo* and *Gestione aziendale* curriculums, non-EU students with their permanent address (*residenza*) abroad must pass an Italian language proficiency assessment. Knowledge of the subject-specific vocabulary of the recognised exams must also be assessed.
8. In order to change curriculum within the same degree programme, students do not need to have acquired a minimum number of credits. If a given cohort was subject to a restricted number of enrolments, change into the target curriculum for that cohort is subject to availability of places. Proficiency assessment of the language in which the target curriculum is taught is required and follows the same procedures applicable to transfer students. Students may also change their curriculum during their first year within the deadlines set by the University. If only some exams are taken in the official language of the target curriculum, their degree will reflect this. Exams taken in a language other than the official language of the curriculum will keep their original names in the student's study programme. The number of credits for educational activities completed in a language other than the official language of the target curriculum may not exceed 90.
9. Non-EU students with their permanent address (*residenza*) abroad are bound to the degree programme and curriculum in which they enrolled.

#### **Article 11 – Obtaining the final degree**

1. In order to obtain the degree in *Business Administration and Management/Economia e gestione aziendale*, students must obtain 180 credits.
2. Students may also obtain their degree with a higher number of credits, up to a maximum of 186 ECTS.
3. Given that each year is conventionally equivalent to 60 credits, the standard duration of the degree programme is three years.
4. The final degree may also be obtained before the end of the three-year period, provided that the student has acquired the 180 credits set out in their study programme.

#### **Article 12 – Submitting study programmes**

1. Students are required to submit a study programme based on the courses on offer within their curriculum and as outlined in the annual study programme within the deadlines established annually by the University. Individual programmes must include the student's elective activities, including any free-choice subjects.
2. Study programmes that include activities other than those listed in **Annex D** of this Regulation as free-choice subjects (type D) must be submitted to the Departmental Council. In case of approval, the



Council will also determine the relevant number of credits, upon the recommendation of the Coordination Board.

3. The list of elective activities (**Annex D**) is updated in accordance with the courses on offer during the current academic year and is published on the DEAMS website in a separate document from this Regulation. Annex D is an integral part of this Regulation.
4. A student may submit a reasoned request to follow an individual study programme, which will be approved by the Departmental Council after consulting the Coordination Board.
5. Individual study programmes must comply with the degree programme outline, be consistent with the list of taught courses and educational activities on offer as well as with the chosen curriculum within the degree programme and meet any prerequisites set forth in this Regulation.

#### **Article 13 – Part-time students**

1. Part-time enrolment is not available.

#### **Article 14 – Student support and tutoring activities**

1. In order to enable students to adequately pursue their academic programme, support is also provided through the following initiatives:
  - a) organisation of preparatory or remedial courses in certain core disciplines;
  - b) scheduling of office hours for teaching staff members of the degree programme;
  - c) organisation of a tutoring service.

#### **Article 15 – Course structure**

1. Courses have the structure indicated below, unless otherwise decided by the Departmental Council when approving the course catalogue, after consulting the relevant Coordination Boards.
  - a) 12-ECTS courses consist of 90 contact hours;
  - b) 9-ECTS courses consist of 60 contact hours;
  - c) 6-ECTS courses consist of 45 contact hours;
  - d) 3-ECTS courses consist of 30 contact hours.

This ratio between credits and contact hours takes into account practical exercises that do not contribute to the awarding of credits.

#### **Article 16 – Prerequisites, progression requirements and attendance requirements**

1. To ensure the regular performance of educational activities and effective learning, certain prerequisites between courses have been established, as indicated in **Annex A**.
2. Students are not required to meet progression requirements by obtaining a given number of credits within specific deadlines in order to enrol in subsequent years.
3. Students are required to attend lectures, tutorials and workshops even if attendance is not monitored. The attendance requirement is deemed fulfilled upon completion of each educational activity included in the student's study programme.

#### **Article 17 – Forfeiture of studies**

1. There are no further provisions on forfeiture from studies beyond those established in the Regulation on the Academic Career of Students.

#### **Article 18 – Obsolescence of credits**

1. The assessment of knowledge that may have become obsolete and that corresponds to credits obtained in the past may be required in the following cases:



- a) in the event of a student's transfer from another degree programme or university;
  - b) in the case of enrolment with credit recognition and a possible reduction in the length of the chosen degree programme, including cases where the student's academic career was forfeited;
  - c) in the case of a new request for the recognition of credits obtained in the past.
2. The Departmental Council may decide at any time to carry out an exceptional assessment of knowledge that may have become obsolete. This is only done upon a justified request from a teaching staff member of the relevant discipline after consulting the Coordination Board and the teacher-student committee.

#### **Article 19 – Language of courses**

1. Educational activities are carried out in more than one language.
2. Courses within the *Amministrazione e controllo* and *Gestione aziendale* curriculums are generally taught in Italian. Some elective courses on offer may be taught in English.
3. Courses within the 'business and management' curriculum are taught entirely in English.

#### **Article 20 – Assessment of learning outcomes**

1. At the end of each educational activity there is either an exam giving a mark, a proficiency requirement exam (i.e. pass or fail exams) or the mere approval for the completion of the activity.
2. Exams with marks and proficiency assessments are taken during exam periods. Exam periods are scheduled in the academic calendar, according to the University's regulations on Educational Activities and on the Academic Career of Students.
3. The number of rounds a given exam period will have is determined as follows:
  - a) the exam period at the end of the term during which the course was taught will have at least three rounds. The break between rounds must be of at least two weeks;
  - b) in any other exam periods, there will be at least two rounds. The break between rounds must be of at least two weeks;
  - c) in the September exam period, only one round is guaranteed.
4. When a student passes an exam, the relevant number of credits will be recorded in their student record book.
5. Exams with marks and proficiency assessments may include: a written and/or oral test; a written report or presentation; a practical exercise; a computer-based test.
6. Teachers may decide to hold ongoing assessments. This decision is made on an annual basis and will conform to the academic calendar. Ongoing assessments may contribute to or even replace the final exam. The same applies to activities which do not last an entire term. Ongoing assessments must not interfere with the attendance of other learning activities. The schedule for ongoing assessments must be authorised by the Degree Course Coordinator.
7. The University's Regulation on Educational Activities gives students the right to take an exam in any round (even consecutive rounds within the same exam period).
8. Exam rounds scheduled during term time are only for students who have finished attending taught courses and are not aligned with the exam schedule (*fuori corso*).
9. Third-year students are also allowed to take any missed first-year exams during these special exam rounds.



10. For courses with more than 250 students per cohort, the teacher may refuse to admit a student with a severely insufficient level of preparation (i.e. who obtained a mark below 6 out of 30) to the immediately following exam round. This decision may be taken exclusively in the following cases: (i) admission to a session may only be denied once per exam period; (ii) the round in which the student demonstrated a severely insufficient level of preparation must have occurred within the same exam period.
11. If the Board of Examiners finds a student using unauthorised tools, including digital ones, during a written exam, the Chair of the Board may report them to the Head of Department in charge of the degree programme. In these cases, the Head of Department may authorise the teacher to exclude the reported student from the next exam round, regardless of the exam session.

### **Article 21 – Language proficiency requirements**

1. In curriculums taught in Italian, the English level B2 on the Common European Framework of Reference scale is acquired through type-E activities. The relevant credits may be awarded after assessing the student's proficiency level through a test administered by the University. Alternatively, certifications issued by recognised external institutions may be validated by the relevant University offices. Students with a lower proficiency are required to achieve the required level through specific educational activities provided by the University on the basis of their initial proficiency.
2. The level of proficiency in French, Spanish, and German, corresponding to level B1 of the Common European Framework of Reference, is acquired through the credits provided within the TAF F programs. These credits may be awarded following the determination of the student's proficiency level, verified by taking a test administered by the University; as an alternative to taking the test, certifications issued by recognized external institutions may be validated by the relevant University offices. Students whose proficiency level is below the final level required by the degree program and who intend to earn the relevant credits must demonstrate proficiency through training activities specifically provided by the University, depending on their starting level, in order to reach the final proficiency level

### **Article 22 – Digital literacy requirement**

1. Credits for digital literacy may be obtained as follows:
  - a) by taking the relevant test;
  - b) by certifying that the required level of knowledge has already been attained.
2. Valid certifications of digital literacy are listed in **Annex E** to this Regulation.
3. The Departmental Council may decide to accept additional certificates that are not included in Annex E based on the equivalence of the skills they attest to.

### **Article 23 – Internships**

1. Internships are generally identified by the Department, but may also be proposed by the interested student.
2. In accordance with current regulations, unless an agreement already exists, the Department signs an agreement with a partner and defines a training plan containing guidelines on the educational activities that the students will carry out at the host organisation. A company and an academic supervisor are designated to oversee the student's training plan.
3. Internships are carried out in private companies or public institutions, in Italy or abroad. Internships have a duration of at least 200 hours and are carried out over a period of no less than two months. By

law, the duration of the internship may not exceed 12 months. Disabled individuals may carry out internships for up to 24 months.

4. To have the relevant credits recorded, at the end of their internship students must submit a report on the activities carried out, which must be countersigned by the company supervisor and approved by the academic supervisor.
5. The Degree Programme Coordinator will register the educational activity online upon receiving the academic supervisor's approval of the internship.
6. The Departmental Council may approve work activities carried out by the student in lieu of the internship.
7. Students may submit their internship application at any time of the year.
8. The internship may be substituted by a laboratory activity or by a second language proficiency.
9. Students may submit their internship substitution request at any time of the year.

#### **Article 24 – Workshop**

1. Workshops consist of a theoretical study or an applied project defined in agreement with a teaching staff member of the degree programme. This activity may also serve as preparation for the final exam.
2. Credits for workshops are awarded when the relevant teacher approves the student's work and notifies the Degree Programme Coordinator.
3. The Degree Programme Coordinator will ensure that the educational activity is registered online.
4. Students may submit a request to substitute one type-F educational activity for another (workshop, internship or second language proficiency) at any time of the year.

#### **Article 25 – Credits for non-academic educational activities**

1. Credit recognition for external educational activities other than internships or language proficiencies may only be requested for activities organised by higher-education institutions.
2. Exceptionally and upon request, the Departmental Council may decide to accept and recognise the credits for non-academic educational activities, including as a partial or total substitute for an internship.
3. These educational activities may be recognised especially if the University has participated in their planning and offer.
4. Activities automatically approved by the Council are listed in **Annex F**. This list is updated annually.

#### **Article 26 – Final Examination**

1. The final examination consists of the presentation and discussion of a thesis before a pre-graduation board composed of teaching staff members from the Department's degree programmes. The thesis is a written document presenting the results of a theoretical-practical study conducted independently by the student under the supervision of a supervisor. The topic is defined in agreement with the supervisor and must be consistent with the student's academic records.
2. The supervisor may be a tenured teaching staff member of the Department or the teacher of one of the courses on offer in the Department's degree programmes during the current academic year.
3. The supervisor may exceptionally be a teaching staff member of another department. In this case, the



supervisor must submit a reasoned request to the Departmental Council for authorisation.

4. The educational activities for the preparation and drafting of a student's thesis must involve a workload equivalent to that of other educational activities with the same number of credits.
5. The written thesis must be the result of the graduate student's original work. In the event of plagiarism, the supervisor may reject the thesis or withdraw from the assignment. The [details and updated procedures](#) are defined in the Regulation on Final Theses.
6. The graduating student must submit a first draft of their thesis to the supervisor at least 3 weeks before the start of the final examination period for bachelor's degrees, unless otherwise agreed upon with the supervisor. The supervisor may request that the graduating student extend this three-week period for justified reasons. If the student does not submit the thesis by the established deadline or if they fail to modify it as requested, the supervisor has the right to reject the thesis and cancel the thesis defence with the student. This decision must be justified and communicated to the Head of Department at least 7 days before the start of the final examination period.
7. The pre-graduation board for the final examination is composed of three teaching staff members, including the supervisor, and is appointed by the Head of Department.
8. The board decides on the successful completion of the final examination and awards the corresponding credits. At this stage the board only awards and discloses the points for this examination, without disclosing the final graduation mark to the candidate.
9. Honours are awarded by the board referred to in paragraph 6 according to the criteria set forth in Article 27.
10. The final examination of students enrolled in the 'business and management' curriculum is held entirely in English. This means that the thesis is written completely in English (including the title) and the oral defence is conducted in the same language.
11. The board for the graduation ceremony is composed of at least five teaching staff members from the Department's degree programmes and is appointed by the Head of Department. The board gives students the final mark and any honours without further discussion of the thesis by applying the criteria set forth in Article 27. The final mark is expressed out of 110. The board confers the degree on the graduate and announces the results at an official ceremony open to the public, which the student is required to attend.

#### **Article 27 – Graduation mark**

1. The graduation mark is based on the average of the marks obtained at examinations weighted by the relevant credits. It is expressed in marks out of 110 and rounded to the nearest whole number.
2. This number is added to the points awarded by the pre-graduation board for the final examination. Final examinations cannot award more than five points.
3. The score thus obtained is further increased by additional points awarded for the speed of completion of the degree programme and for the completion of a mobility period abroad under the Erasmus+ programme. Additional points are awarded according to the following guidelines:
  - a) regular graduation sessions in the third year of the programme: 8 points;
  - b) extraordinary graduation session in the third year of the programme: 6 points;
  - c) first graduation session in the first year after completion of the programme: 3 points.
  - d) Completion of a mobility period abroad under the Erasmus+ programme by obtaining at least 12 credits: 1 point.

Additional points for speed and Erasmus+ mobility periods are cumulative. The total amount of



additional points cannot be higher than 8 and is added to the overall score obtained as detailed in the preceding paragraph.

4. The speed of degree completion is calculated from the year of enrolment in the current cycle, even if the student initially enrolled at another university or in a different degree programme.
5. Students transferring from other degree programmes or other universities whose past academic records were recognised up to 18 credits may benefit from a one-year reduction in the total number of academic years considered for the speed of their degree completion. In order to obtain this reduction, the student must submit a request to the Head of Department within the deadlines set by the Departmental Council.
6. Honours may only be awarded to students meeting the following criteria: examination mark average of at least 99/110, maximum score for the final examination (five points) and overall total score of 110 (including any additional points).

#### **Article 28 – Final Provisions**

1. This Regulation shall enter into force from academic year 2026/2027. If the rules laid down in this Regulation are more favourable to the student, they shall also apply to past and transitional situations of previous cohorts.
2. The procedural provisions contained in this Regulation may be exceptionally modified even during an academic year to adapt to new legislation or for organisational needs. Such amendments must be included in the following edition of the programme.
3. In particular, the rules on coordinators, coordination boards and the education committees may be amended mid-programme and take effect at the beginning of the next academic year.
4. The rules on the submission of study programmes, part-time enrolment, workshops, internships and the final exam may be amended mid-programme and communicated at least one year prior to their entry into force.
5. Other rules may generally be amended even during an academic year, following the enactment of new mandatory legislation.



## **ANNEX A**

### **Study Programme**



## **ANNEX B**

### **Educational objectives of courses**

[Course catalogue](#)



## ANNEX C

### Recognition of language proficiencies (types E and F):

The list of external certifications that are recognised by the University is published on this [page](#) under the link *Tabella certificazioni AICLU* (certificate table issued by the Italian association of university language centres – AICLU).

The request for recognition of external language proficiency certifications must be submitted to the University's Academic Services by the end of the fourth year of obtaining the certification (i.e. all certifications issued in 2022 will remain valid until 31 December 2026). Requests must be submitted by December of the year in which the certification expires.

Students may request recognition of language certifications issued by entities other than those in the list above, but the final decision in any case rests with the Departmental Council.

**Please note:** each certification may be recognised to fulfil a specific language proficiency requirement only once.

### Admission language proficiency requirement (curriculums taught in English)

For admission to **curriculums taught in English**, the B2 English proficiency requirement is met not only upon submission of a language certification as described in this annex, but also in the following cases:

- acquisition of language proficiency in accordance with the guidelines provided on the University Language Centre (CLA) [website](#);
- completion of high school or at least of one year of college in an English-speaking country, provided that lessons were held in English;
- high-school diploma or university degree obtained in Italy or abroad upon completion of a programme taught entirely in English.

Any other situation will be evaluated by the Departmental Council.



## ANNEX D

On this [page](#), click 'ATTIVITA' A SCELTA LIBERA a.a. 2026/27' (elective subjects for academic year 2026-2027).

## ANNEX E

### Recognition of Digital Literacy

The old 'European Computer Driving License (ECDL)' is accepted only if obtained by passing all seven examinations. The new ECDL, or International Certification of Digital Literacy (ICDL), is only accepted upon completion of the following modules:

- Computer Essentials
  - Online Essentials
  - Word Processing
  - Spreadsheets
  - Presentation
  - Using Databases
- and one of the following two modules of your choice:
- 'IT Security' or 'Online Collaboration'.

Unlike the old ECDL, the new ECDL and the ICDL have an expiration date, therefore the criteria below apply.

- New ECDL or ECDL Full Standard (valid for 3 years, with renewal upon request): only certifications obtained or renewed in 2023 or later will be recognised until 31 December 2026;
- ICDL Full Standard (valid for 5 years starting 1 January 2021).

Other situations will be reviewed by the department.

Students may also request recognition of other computer courses offered by public or private institutions, provided that the content of the courses includes at least 40 hours of Excel and at least 30 hours of Access and provided that they have passed the relevant final exam. For the 'EIPASS 7 Moduli' certification, all seven modules are required.

- Fundamentals of Information Technology
- Basic Operating System Functions
- Word Processing
- Spreadsheets
- Structured Data Management
- Multimedia Presentations
- Internet & Networking.

In any case, the content of these certifications shall be verified by the Department, which may appoint a special committee for this purpose.

**Please note: to request recognition of their digital literacy certifications, students must send a (front and back) copy of the final certificate to the University Academic Services by writing an email to [economia.studenti@amm.units.it](mailto:economia.studenti@amm.units.it).**



## ANNEX F

### Recognition of credits related to external activities.

Pursuant to Article 14(1) of Italian Law No 240/2010, the number of credits that may be recognised for external activities cannot exceed 12.

#### ➤ WORK EXPERIENCE and/or TRAINEESHIP

The Department of Economics, Business, Mathematics, and Statistics (DEAMS) allows for the recognition of credits for certified work experience in lieu of an internship (type-F activity) for students enrolled in its degree programmes.

Recognition rests with the Coordination Board of each individual degree programme, which verifies that the work experience is consistent with the field of study of the degree programme in which the student is enrolled.

Internship (type-F activity) credits in a master's degree programme can also be recognised for any traineeship carried out with a freelance professional in the administrative-accounting sector (accountant or chartered accountant) and documented by official records (trainee logbook).

Applicants must submit a formal request to the Departmental Academic Services ([segreteria.didattica@deams.units.it](mailto:segreteria.didattica@deams.units.it)).

#### ➤ VOLUNTARY SERVICE

The Department of Economics, Business, Mathematics, and Statistics (DEAMS) allows for the recognition of credits for voluntary services performed within or outside the University by students enrolled in its degree programmes. The Coordination Board of each degree programme must verify that the voluntary service is consistent with the field of study of the degree programme in which the student is enrolled.

Voluntary service may be recognised as equivalent to an internship (type-F activity) when included in the study programme and will be awarded the same number of credits.

Applicants must submit a formal request to the Departmental Academic Services ([segreteria.didattica@deams.units.it](mailto:segreteria.didattica@deams.units.it)).

## ➤ VOCATIONAL EDUCATION AND TRAINING

The Department of Economics, Business, Mathematics, and Statistics (DEAMS) allows for the recognition of credits for vocational education and training pathways to which the Department (or, previously, the Faculty of Economics) has contributed. These courses must have been taught by teaching staff members of the University (including research assistants) or by teachers delegated by them.

The Department reserves the right to only recognise these credits after verifying the actual content of the course, the results and quality of the midterm and final exams as well as the qualifications of the teacher.

Applicants must submit a formal request to the Departmental Academic Services ([segreteria.didattica@deams.units.it](mailto:segreteria.didattica@deams.units.it)).

## ➤ MANAGING ROLES WITHIN 'AIESEC'

The Department of Economics, Business, Mathematics, and Statistics (DEAMS) allows for the recognition of credits for managing roles performed by students enrolled in its degree programmes within AIESEC (*Association Internationale des Étudiants en Sciences Économiques et Commerciales*, i.e. international economics student association). This activity may be recognised as equivalent to an internship (type-F activity), provided it is consistent with the degree programme and duly certified by the president of the local committee or, in the case of the student playing that role, by the President of AIESEC Italy.

Applicants must submit a formal request to the Departmental Academic Services ([segreteria.didattica@deams.units.it](mailto:segreteria.didattica@deams.units.it)).

## ➤ Trieste NEXT and other outreach events organised by research institutions in Trieste

The Department of Economics, Business, Mathematics, and Statistics (DEAMS) allows for the recognition of extra credits for activities carried out by students enrolled in its degree programmes at Trieste Next or other outreach events organised by local research institutions. Students may obtain 1 extra credit for every 25 hours of activity. In order to participate in Trieste Next and/or other outreach events organised by local research institutions to count as an internship, students must carry out broader activities at the University's administrative offices in charge of the event organisation. This requires the previous submission of a specific training plan.

Applicants must submit a formal request to the Departmental Academic Services ([segreteria.didattica@deams.units.it](mailto:segreteria.didattica@deams.units.it)).



## ➤ TRAINING MODULES IN COOPERATION WITH THE LOCAL EDUCATION AUTHORITY

The Department of Economics, Business, Mathematics, and Statistics (DEAMS) allows for the recognition of two extra credits to final-year high-school students in the Friuli Venezia Giulia Region who attended the courses offered by the Department as part of the 'Training Modules' project and passed the relevant final examination.

Applicants must submit a formal request to the Departmental Academic Services ([segreteria.didattica@deams.units.it](mailto:segreteria.didattica@deams.units.it)).