

Infosession for Incoming Students

Online information for current students:

This is the starting point for getting all information you need for your studies:

<https://www.unibz.it/en/services/info-for-students/>

1 - Your unibz email account

Most communications within the University are sent by email.

So please **CHECK IT OFTEN**, since all important information will come through it!
i.e. Last-minute to lecture changes, exam enrolment, etc.

2 - Study Programmes

In Bolzano, the Faculty of Economics and Management offers:

- 2 Bachelor Programmes, campus Bozen/Bolzano + 1 Bachelor Program, campus Bruneck/Brunico
- 3 Master Programmes, all campus Bozen/Bolzano
- 1 Ph.D. Programme, campus Bozen/Bolzano

Incoming students can choose between **all offered Bachelor and Master courses** (Master courses are subject to lecturer's admission).

3 – Course enrolment

In the Cockpit you can choose your courses and add them into your study plan.

Deadline: October 24th, 2021.

You can find the **course offering of our Faculty** here:

Bachelor of Economics and Management

<https://www.unibz.it/en/faculties/economics-management/bachelor-economics-management/course-offering/>

Reference person in the Faculty secretariat: Ms Karin Bertagnolli karin.bertagnolli@unibz.it

Bachelor in Economics and Social Sciences

<https://www.unibz.it/en/faculties/economics-management/bachelor-economics-social-sciences/course-offering/>

Reference person in the Faculty secretariat: Ms Marina Fattor marina.fattor@unibz.it

Bachelor in Tourism, Sport and Event Management (Campus BRUNECK/BRUNICO)

<https://www.unibz.it/en/faculties/economics-management/bachelor-tourism-sport-event-management/course-offering/>

Reference person in the Faculty secretariat: Ms Silvia Boniolo silvia.boniolo@unibz.it

Master in Entrepreneurship and Innovation

<https://www.unibz.it/en/faculties/economics-management/master-entrepreneurship-innovation/course-offering/>

Reference person in the Faculty secretariat: Ms Brigitte Thurner Brigitte.thurner@unibz.it

Master in Public Policies and Administration

<https://www.unibz.it/en/faculties/economics-management/master-public-sector/course-offering-2/>

Reference person in the Faculty secretariat: Ms Alessandra Volpato Alessandra.volpato@unibz.it

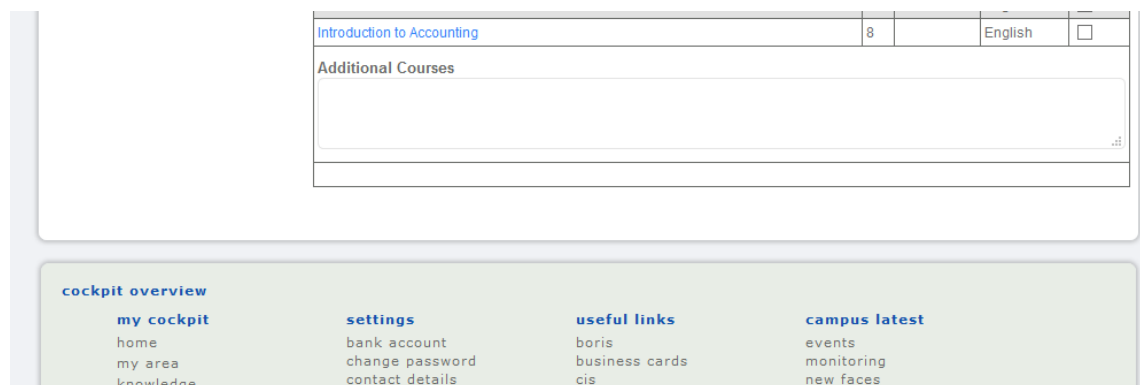
Master in Accounting and Finance

<https://www.unibz.it/en/faculties/economics-management/master-accounting-finance/course-offering/>

Reference person in the Faculty secretariat: Ms Elena Borile elena.borile@unibz.it

Please proceed as follows:

- <https://cockpit.scientificnet.org/>
- select "unibz" and insert your username and password
- choose "my area" and the "Students' zone"
- click on "Course Selection"
- click on "Edit your study plan"
- click on the green button "Edit study plan"
- select the courses you want to add
- if you want to delete one of the already selected courses simply delete the flag
- click on "confirm"
- **Important:** If you want to choose other courses offered by **other Faculties Bachelor programs** of the Free University of Bozen-Bolzano, you have to insert them in the text field "Additional Courses" and indicate the following:
 - the exact name of the course + the course code + the number of credit points + confirm that the other Faculty agreed that you can select their course



If you need help, please refer to Loris Vigna of the Faculty Secretariat or to Silvia Boniolo **only** for the Campus Bruneck/Brunico.

4 – Your Career

Check if all the chosen courses are listed in your study career!

5 – Learning Agreement

If you need to submit **your Learning Agreement (LA)**, please

- bring it to Loris Vigna at the Faculty Secretariat of the Faculty of Economics and Management, **4th floor, E-building** or
- send it via e-mail loris.vigna@unibz.it.
- **only** for the Campus Bruneck/Brunico, send it via e-mail to silvia.boniolo@unibz.it

In **all cases** you will get back a **digitally signed LA**. The digitalization of this procedure started at unibz in January 2020. The digitally signed document at unibz is considered as equivalent to the hand signed one.

Please make sure that your online study career corresponds to the signed LA!

Deadline for submitting LA: October 24th 2021.

Should you want to add or delete courses after this date, please refer to the Secretariat of the Faculty of Economics and Management, where your study plan will be updated.

6 – Lecture timetable and office hours

Classes are usually scheduled as follows:

Monday to Saturday - Morning: 8 am-10 am, 10 am-12 pm, exceptionally 10 am-1 pm
Afternoon: 2 pm-4 pm, 4 pm-6 pm, exceptionally 1 pm-4 pm and 6 pm-8 pm.

The lecture **schedules are often irregular** and can change during the semester. Therefore, please check the timetable regularly!

You can refer to [your individual timetable](#): it could be necessary that you add some of the courses you have enrolled for. You can do this by clicking on "customize timetable " and then add course to the timetable".

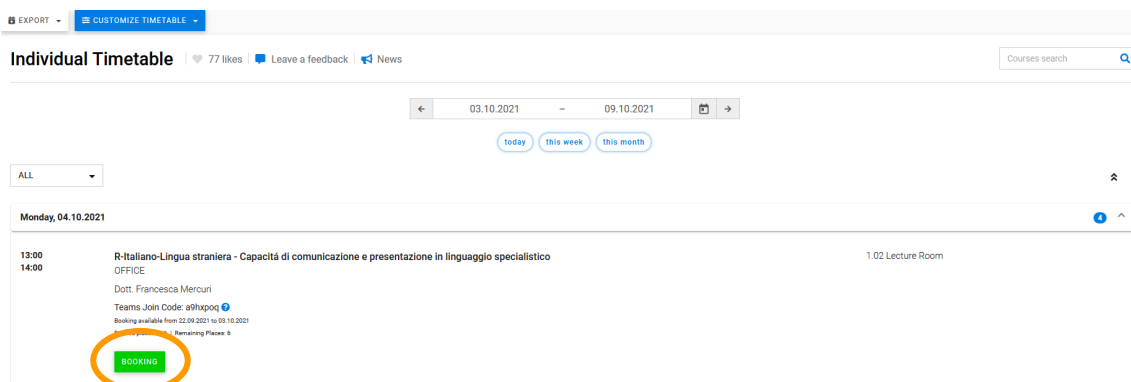
The screenshot shows the 'my SNS' Individual Timetable interface. At the top, there is a navigation bar with 'my SNS' and 'Home > Individual Timetable'. Below this, there is a header area with 'EXPORT' and a circled 'CUSTOMIZE TIMETABLE' button. To the right of the header, there is a circled dropdown menu with 'Edit Timetable' and 'Add course to the Timetable' options. The main content area shows a calendar view for 'Wednesday, 01.09.2021'. Below the date, there are two exam events listed: 'EXAM English - Specialized Language course for Economics E-2' and 'EXAM-English-Foreign Language - Communication and Presentation Skills in Specialized Language E-2'. Both events are scheduled for 08:30-10:30 and are listed as 'Online Teaching Event'.

7 – Booking System

A new **BOOKING SYSTEM** has been introduced for the academic year 2021/22, meant to register for lectures in presence:

- Each lecture and each lecture date you wish to attend in presence require the booking of a seat in the lecture room (*For example, if you want to attend a lecture in presence on Monday at 8:30 and another lecture of another course in the afternoon at 14:00, you will have to make two reservations, one for each lecture. If the same courses also take place the next day, you will have to make a single reservation for those lessons as well*).
- Only the available seats in the lecture rooms can be booked.
- Please mind that you can only book a seat for the lectures of courses you have inserted in your timetable/study plan.
- Only those who have a booking for a lecture have access to the university building, i.e. your Student Card is only activated with a correct booking for the lecture day.
- The system of "first come, first served" applies.
- If all seats for a lecture are fully booked, you can participate in the lecture online.
- In order to enable as many students as possible to attend the lectures in presence, we kindly ask you to remember **to cancel your booking** if you cannot attend the booked lecture.
- **Reservations/Cancellations can be done from 14 days before the lecture until the day before the lecture takes place .**

Please go to your **INDIVIDUAL TIMETABLE** and book your seat for your lecture in presence.



The screenshot shows the 'Individual Timetable' interface. At the top, there are tabs for 'EXPORT' and 'CUSTOMIZE TIMETABLE'. Below this, the title 'Individual Timetable' is followed by '77 likes', 'Leave a feedback', and 'News'. A search bar labeled 'Courses search' is on the right. A date range selector shows '03.10.2021' to '09.10.2021' with buttons for 'today', 'this week', and 'this month'. A dropdown menu is set to 'ALL'. The main content area shows a lecture for 'Monday, 04.10.2021' from 13:00 to 14:00. The lecture title is 'R-Italiano-Lingua straniera - Capacità di comunicazione e presentazione in linguaggio specialistico' in room '1.02 Lecture Room'. The lecturer is 'Dott. Francesco Mercuri'. A Teams link is provided: 'Teams Join Code: a11h3p0q'. Booking details state 'Booking available from 22.09.2021 to 03.10.2021' and 'Remaining Places: 6'. A green 'BOOKING' button is circled in orange.

When you book your seat, the following text will appear:

Mit der Anmeldung zur Lehrveranstaltung in Präsenz erklären Sie, die damit verbundenen Rechte und Pflichten einzuhalten, sowie die Verhaltensregeln für den Zugang zu den Gebäuden aufmerksam durchgelesen, inhaltlich vollständig verstanden zu haben und diese einzuhalten.

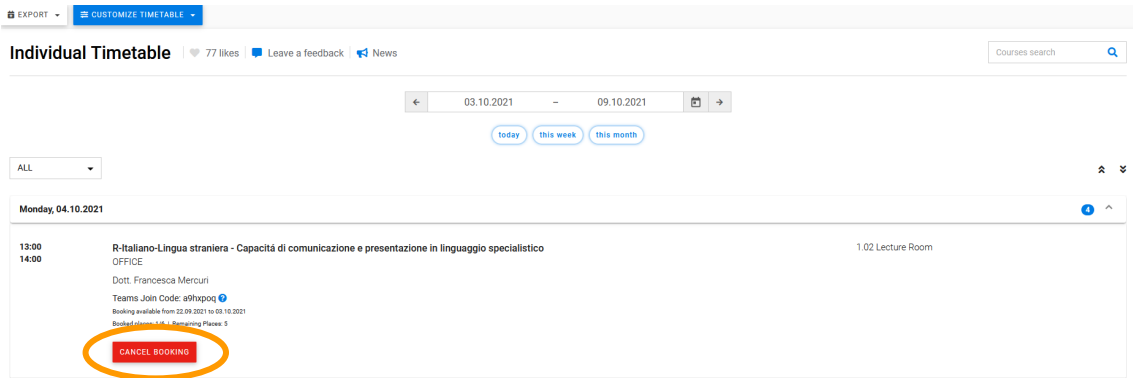
Con la prenotazione dell'insegnamento in presenza dichiara di osservare i relativi diritti e doveri, così come di aver letto attentamente le regole di comportamento per l'accesso agli edifici, di averne compreso pienamente il contenuto e di rispettarle.

By registering for this classroom lecture, you declare to comply with the connected rights and duties, to have carefully read the rules of conduct for access to the university buildings, to have fully understood their content and to comply with them.

Please check each time whether your booking has been registered.

Once your booking has been made correctly, you will have access to the university building on the day of the booked lecture with your Green Pass.

To **cancel** your reservation, click on “cancel booking”.



8 – Teaching Material and Announcements

In the Reserve Collection, which is embedded in the unibz-library page you can find:

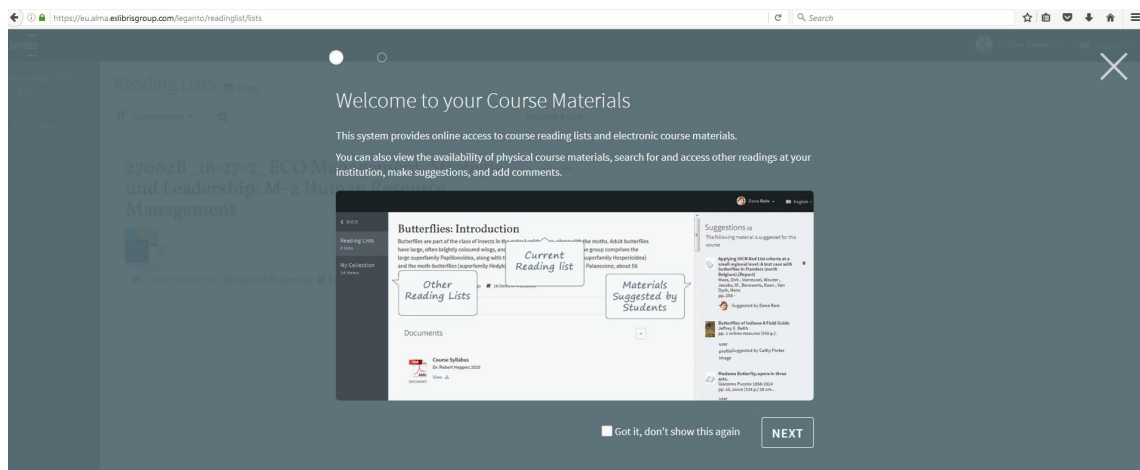
- all course descriptions
- teaching material
- slides
- particular notes published by the lecturer
- announcements
- grading

Detailed information:

<https://www.unibz.it/en/services/library/new-rc/>

Login:

<http://rc.unibz.it/>



9 - Exams

Exams in presence:

At the end of each course, an exam is scheduled in one of the exam sessions. All exams are in **written form** and are held in the course's official language. Only the language courses include an oral examination.

In order to write an exam, YOU HAVE to ENROL for it!

You will receive an email with further information about 2 weeks before the start of the exam session. Exam enrolment (or cancellation of enrolment) must be done **at least 5 days before the exam date**.

The enrolment for the exam is possible only after the evaluation of the course. If the evaluation of the course has not been already inserted, then the line will be highlighted in red, and a link will lead to the evaluation page.

The enrolment or un-enrolment procedure can be considered concluded only if you have received the confirmation mail. Please keep the confirmation mail since this should be produced in case of problems.

Please make sure to **bring your student card when you sit an exam** (for identification reasons).

Online exams:

due to the health emergency, exams were offered online during the last academic year.

For the academic year 2021/22, there are currently **NO communication** from the Rectorate regarding the decision to offer the exams of the December/January/February session also/only online.

So, if you do not receive any further information during the semester, it means that the exams will be held in presence.

10 - Grades

In Italian universities, exams are graded on a 30-point scale ("trentesimi"):

- 30/30 is the highest grade, to which "cum laude" (with honours) can be added when the student's performance is considered exceptional;
- 18/30 is the lowest passing grade.

The grades of each student are automatically displayed in his online study career (in the Cockpit) as soon as the grades are registered by the professor.

11 - Language Courses at the Language Centre

The Faculty of Economics and Management offers some intermediate and advanced level technical language courses in English, German and Italian with focus on specific terminology.

The **Language Centre** offers general language courses in Italian, German and English and other languages: <https://next.unibz.it/en/home/organisation/language-centre/>

You will not receive any ECTS credits for these courses.

The Language Centre also offers language advising sessions and placement tests. For enrolment to that kind of courses please refer directly to the Language centre.

Faculty of Economics and Management – Secretariat

Loris Vigna & Silvia Boniolo

<p>Universitätsplatz/Piazz a Università 1, Building E – 4th floor 39100 Bozen/Bolzano tel.: +39 0471 013 000 (General) or +39 0471 013005 (Loris, direct)</p> <p>schoolofeconomics@unibz.it</p> <p>https://next.unibz.it/en/faculties/economics-management/</p>	<p><u>Opening hours:</u> You can “book” a consultation through: https://outlook.office365.com/owa/calendar/FacultyofEconomicsandManagementSecretariatBZ@scientificnet.onmicrosoft.com/bookings/</p> <p>General opening hours of the Faculty Secretariat: Monday: 14:00 - 16:00 Tuesday: 10:00 - 12:00 Wednesday: - Thursday: 10:00 - 12:00 and 14:00 - 16:00 Friday: 10:00 - 12:00</p>
<p>Universitätsplatz/Piaz zetta dell’Università 1, 39031 Bruneck/Brunico tel.: +39 0474 013600 (General) or +39 0474 013621 (Silvia, direct)</p> <p>tourism@unibz.it</p> <p>https://next.unibz.it/en/faculties/economics-management/</p>	<p><u>Opening hours:</u> You can “book” a consultation through: https://outlook.office365.com/owa/calendar/TourismSecretariatBK@scientificnet.onmicrosoft.com/bookings/</p> <p>We are reachable by telephone: from Monday to Friday 08:30-12:30 / 14:00-17:00</p>