

Study Manifesto

BACHELOR IN DESIGN AND ART

2019/20 academic year

Course outline

Faculty	Design and Art (campus Bozen-Bolzano)
Degree class	L-4
Length	3 years
Credit points	180 (based on the European Credit Transfer System)
Languages used in teaching	German, Italian, English
Admission title	Italian secondary school qualifications or equivalent certificates gained abroad
Language requirements	Knowledge of at least 2 teaching languages (level B2)
Study places	Major in Design 56 EU + 4 Non EU Major in Art 28 EU + 2 Non EU
Admission procedure	Admission test
Deadline for application	1st Session: 26 April 2019 noon 2nd Session: 11 July 2019 noon
Deadline for enrolment	1st Session: 26 July 2019 noon 2nd Session: 8 August 2019 noon
Tuition fees	1347,50 Euro per year
Begin of language courses	9 September 2019
Classes start	30 September 2019
Notes	-

Subject to change

BACHELOR IN DESIGN AND ART

Bachelor class: L-4

The three-year programme offers two majors:

- The **Major in Design** has an interdisciplinary nature and combines communication and product design. Students will work in small project groups led by renowned designers. The project courses are integrated by the teaching of specialized subjects and theoretical courses.
- The **Major in Art** is centered upon contemporary aesthetics and explores the media of photography, film and computer. The artistic projects you create will contribute to the debate within the arts about the current developments of society.

The Faculty has professional workshops for making models and prototypes, for the processing of a variety of materials, and for the creation of graphic design products.

The Faculty's range of technical equipment and facilities also features a materials workshop, a video editing workplace, a state-of-the-art photography studio and an excellent university library.

Career opportunities

After graduation you will have gained the necessary skills to work freelance or to seek employment in offices and companies belonging to both the public and private sectors in the field of product and service design, artistic production, visual and multimedia communication.

- As a Design graduate you will be able to employ your skills in the areas of product design, including the conceptualisation and production of consumer goods, as well as in the fields of graphic design and state-of-the-art visual communication.
- As an Art graduate you will be able to work as an artist, curator photographer and, thanks to the subjects common to both majors, also as product or visual communication designer.

You will learn theories specific to various professional sectors and you will be able to apply those theories if you choose to continue with a postgraduate degree in the sectors of design, curatorship or cultural business.

Languages used in teaching

The languages used in teaching are Italian, German and English. A wide range of language courses, the advantage of living in a bilingual region and an international academic milieu help you in learning the languages. The teaching language of each course will be communicated at the start of the semester.

Fixed intake

The available study places for the 2019/20 academic year are:

Major in Design	EU citizens (and citizens given parity of treatment)	non-EU citizens (resident abroad)
1 st session	40	4
2 nd session	16	0
Total	56	4

Major in Art	EU citizens (and citizens given parity of treatment)	non-EU citizens (resident abroad)
1 st session	18	2
2 nd session	10	0
Total	28	2

STUDY PLAN

The maximum number of exams is 20 and the bachelor ends with the completion and presentation of a degree project whose subject is decided upon at the beginning of the sixth semester.

Although courses and lessons attendance is not compulsory, it is deemed necessary due to the practical nature of project work.

You must create your own study plan by the date indicated by the Faculty Secretariat.

CURRICULUM IN DESIGN

Semester	Subject	CP	Preparatory / Notes	
1	PROJECT Warm-up DES (modular)	Module WUP DES Product Design	12 (1 exam)	note ¹
		Module WUP DES Visual Communication		
1 + 2	Drawing 3D CAD – 1 and 2	8	annual course / notes ² and ³	
1	Descriptive Geometry DES	6	note ²	
1	History of Design 1	6	note ²	
2	History of Design 2	5	note ⁴	
2	Typography and Graphics	6		
4	Interior & Exhibit Design	6		
4 or 5	Foreign language – linguistic skills	3	note ⁵	
5	History of Contemporary Art 1	6		
<i>You have to choose 1 course out of the following compulsory-elective subjects</i>		6		
2	Artistic Photography	6		
2	Video and Post-production	6		
3	Photography	6		
3	History and Criticism of Audiovisual Media	6		
<i>You have to choose 1 course out of the following compulsory-elective subjects</i>		6	note ³ for the subject 3D CAD Advanced	
3	Digital Design: 3D CAD Advanced	6		
4	Digital Design: Interaction & Transmedia Design	6		
<i>You have to choose 1 course out of the following compulsory-elective subjects</i>		8		
3	Sociology of Social Change	8		
4	Cultural Anthropology	8		

¹ If you do not pass the Warm-up project by the beginning of the 2nd semester, you will only be allowed to attend language and workshop courses during the 2nd semester. In the following academic year you will have to re-enrol in the 1st year and re-attend the Warm-up project.

² In order to enrol to the project exams from the 2nd year onward, you have to have passed the exams of "Descriptive Geometry DES", "Drawing 3D CAD – 1 and 2" and "History of Design 1". In order to attend projects and to enrol for your exams from the 2nd year onward, you have to have certified the language level proficiency B1 in your third language (as per the Common European Framework of Reference or language certification of unibz Language Centre).

³ In order to enrol to the exam of "Digital Design: 3D CAD Advanced" you have to have passed the exam of "Drawing 3D CAD-1 and 2".

⁴ In order to enrol to the exam of "History of Design 2" you have to have passed the exam of "History of Design 1".

⁵ This exam will be offered either in English or German.

5	Innovation Managing and Start-up	8		
You have to choose 1 of the following courses for further linguistic skills			3	note ⁶
from 2 nd semester	Foreign language DES-ART 1	3		
	Foreign language DES-ART 2	3		
	Foreign language DES-ART 3	3		

	Seminar You must attend 1 seminar (2 CP), among those offered by the Faculty. This provides useful knowledge for the introduction into the job world. Attendance of the seminars is compulsory and requires a pass/fail test.		2	
	Free choice courses You have 12 credit points available for additional courses of your choice. These courses may be chosen among those offered by the Faculty of Design and Art and/or those offered by other unibz faculties. The Faculty decides to recognize these credit points on the basis of their coherence with your specific educational project.		12	

PROJECTS

During your study career you have to choose **4 projects** (letters A, B, C and D – see table below). Starting from the 2nd semester, you can undertake only one project per semester. In your 2nd and 3rd semester you undertake one visual communication project (letter B or C) and the product design project (letter A).

From the 4th semester on you can decide how to proceed with your study plan, undertaking an interdisciplinary one or to focus it either on visual communication or on product design:

- interdisciplinary study plan: A + B + C + D
- study plan focusing on visual communication: A + B + B + C
- study plan focusing on product design: A + B o C (with the choice of one or the other) + D + D

Semester	Subject	CP	Preparatory / Notes	
from 2 nd semester	PROJECT A (modular)	Product Design	8	19 (1 exam)
		Material Science and Technologies	6	
		Theories of Cultural Consumption	5	
from 2 nd semester	PROJECT B (modular)	Visual Communication	8	19 (1 exam)
		Digital Publishing & Social Media	6	
		Visual Culture	5	
from 2 nd semester	PROJECT C (modular)	Visual Communication	8	19 (1 exam)
		Graphic Design	6	
		Theories and Languages of Visual Communication	5	
from 2 nd semester	PROJECT D (modular)	Product Design	8	19 (1 exam)
		Digital Modelling	6	

⁶ Among 3 offered specialized language courses, must choose 1; this cannot be in the main language of one's secondary studies. For the courses "Foreign language DES-ART" you have to have the certifications required in the corresponding syllabus (as per the Common European Framework of Reference or language certification of unibz Language Centre).

		Theories and Languages of Product Design	5	
	Degree project		9	You can choose theme and content of the project

CURRICULUM IN ART

Semester	Subject	CP	Preparatory / Notes		
1	PROJECT Warm-up ART (modular)	Module WUP ART praxis	6	12 (1 exam)	note ⁷
		Module WUP ART theory	6		
1 + 2	Artistic Drawing 2D – 1 and 2	8	annual course / note ⁸ and ⁹		
1 + 2	Artistic Practices 1 and 2	6	annual course / note ⁸ and ¹⁰		
1	History of Contemporary Art 1	6	note ⁸ and ¹¹		
2	Typography and Graphics	6			
3	Drawing and Storytelling	6	note ⁹		
3	Interaction & Communication Design	6			
4	History of Contemporary Art 2	5	note ¹¹		
3 + 4	Artistic Production 1 and 2	6	annual course / note ¹⁰		
4 or 5	Foreign language – linguistic skills	3	note ¹²		
5	Descriptive Geometry Art	6			
<i>You have to choose 1 course out of the following compulsory-elective subjects</i>		8			
4	Cultural Anthropology	8			
5	Sociology of Social Change	8			
<i>You have to choose 1 of the following courses for further linguistic skills</i>		3	note ¹³		
	Foreign language DES-ART 1	3			

⁷ If you do not pass the Warm-up project before the beginning of the 2nd semester, you will only be allowed to attend language and workshop courses during the 2nd semester. In the following academic year you will have to re-enrol in the 1st year and will have to re-attend the Warm-up project.

⁸ In order to enrol to the Studio exams from the 2nd year onward, you have to have passed the exams of "Artistic Drawing 2D - 1 and 2", "Artistic Practices 1 and 2" and "History of Contemporary Art 1". In order to attend projects and to enrol for your exams from the 2nd year onward, you have to have certified the language level proficiency B1 in the third language (as per the Common European Framework of Reference or language certification of unibz Language Centre).

⁹ In order to enrol to the exam of "Drawing and Storytelling" you have to have passed the exam of "Artistic Drawing 2D 1 & 2".

¹⁰ In order to enrol to the exam of "Artistic Production 1 and 2" you have to have passed the exam of "Artistic Practices 1 and 2".

¹¹ In order to enrol to the exam of "History of Contemporary Art 2" you have to have passed the exam of "History of Contemporary Art 1".

¹² This exam will be offered either in English or German.

¹³ You have to choose 1 specialised language course among the 3 offered; this cannot be in the main language of one's secondary studies. For the courses "Foreign language DES-ART" you have to have the certifications required in the corresponding syllabus (as per the Common European Framework of Reference or language certification of unibz Language Centre).

from 2 nd semester	Foreign language DES-ART 2		3		
	Foreign language DES-ART 3		3		
	Seminar You must attend 1 seminar (2 CP) among those offered by the Faculty. This provides useful knowledge for the introduction into the job world. Attendance of the seminars is compulsory and requires a pass/fail test.			2	
	Free choice courses You have 12 credit points available for additional courses of your choice. These courses may be chosen among those offered by the Faculty of Design and Art and/or those offered by other unibz faculties. The Faculty decides to recognize these credit points on the basis of their coherence with the student's specific educational project.			12	
<p>STUDIOS During your study career you have to choose 4 studios. <u>Starting from the 2nd semester</u>, you can undertake only one project per semester. The Studio A and the Studio D, both mandatory, can each be undertaken only once. The Studio B and the Studio C may be undertaken twice.</p>					
Semester	Subject			CP	Preparatory / Notes
from 2 nd semester	STUDIO A – "Space" (modular)	Spaces and their Production	8	19 (1 exam)	
		Material Sciences and Their Use in an Artistic Space Contest	6		
		Sociology of Space	5		
from 2 nd semester	STUDIO B – "Interact" (modular)	Interaction/Performance	8	19 (1 exam)	
		Experience Design	6		
		Media Culture	5		
from 2 nd semester	STUDIO C – "Image" (modular)	Photography-Video	8	19 (1 exam)	
		Visual Communication	6		
		Media Theory	5		
from 2 nd semester	STUDIO D – "Exhibit" (modular)	Curatorial Theory and Practices	8	19 (1 exam)	
		Interior & Exhibit Design	6		
		Research in the Field of Arts	5		
	Degree project			9	You can choose theme and content of the project

TECHNICAL WORKSHOP COURSES FOR BOTH CURRICULA (DESIGN AND ART)

In order to gain access to the various workshops, you have to attend the introductory courses to the workshops. The faculty offers [Introductory courses to the workshops](#) to first year students during the first week of September. The attendance of these courses is required to gain access to the various workshops, where you will work intensively starting from the first semester.

In addition to the introductory courses, you must complete five technical courses in workshops over the course of the six semesters. You can choose from the following below:

Name	Contents
Carpentry workshop	Woodworking techniques
Metal workshop	Techniques and processing of metals
Plastics workshop	Techniques of plastics processing
Digital modelling workshop	CAD/CAM/ CNC/CAQ, rapid prototyping, rapid production
Print workshop	Serigraphy – relief printing and pad printing techniques
Cutting and binding workshop	Cutting and binding techniques
Photography workshop	Photographic techniques
Video workshop	Video techniques
Bankraum (Assembly space)	Assembly of the finished products
Surface treatment workshop	Surface treatment (wood staining, wax, oil, varnish, etc.)
Glass workshop (at Vetroricerca Glass Art Design))	Glass working techniques

In the following workshops no specialisation courses are being offered:

Name	Contents
Materials and technologies workshop	Materials science in design: materials – semi-finished products - objects
Computer workshop	IT methodologies and instruments

ADDITIONAL EDUCATIONAL OBLIGATIONS

The **Additional Educational Obligations** are assigned if any weakness is found in your basic education. You must fulfilled Additional Educational Obligations in the third language if you have not certified level B1 in the third language.

In addition, if you have been admitted to the BA and have achieved a score of less than 85 points in the selection procedure, you will receive Additional Educational Obligations.

The Additional Educational Obligations are defined before the beginning of the academic year in the Bachelor Study Council and published in the syllabi of the WUP Design and WUP Art projects.

The additional educational obligations are also met by passing the WUP project examination.

If you do not successfully complete the WUP project, you must re-enrol in the 1st academic year and repeat the WUP.

LECTURE HALLS AND CALENDAR

The calendar detailing lecture halls and lecture times can be found on the website

<https://www.unibz.it/en/timetable/>. Special teaching activities may also take place outside the semesters.

ADMISSION REQUIREMENTS

Admission to a Bachelor requires the possession of one of the following qualifications:

- a) five-year secondary school leaving certificate (Italian system)
- b) four-year secondary school leaving certificate (Italian system), with or without a certificate of competence issued at the end of the supplementary year; if this certificate is not available, the evaluation committee reserves the right to evaluate your overall preparation and to identify any educational debts to be recovered during the first year of the course;
- c) university degree (regardless of the secondary school leaving certificate owned) (Law nr. 910/1969 art. 1)
- d) foreign qualification, recognised as equivalent.

Foreign qualifications are considered as equivalent if obtained after 12 years of schooling. In this case you furthermore must have attended at least the last biennium in the foreign school system (e.g. Irish Leaving Certificate: it is not sufficient to attend one year and obtain the foreign qualification).

If the qualifications were gained after fewer than 12 years, the Ministry's provisions will be applied.

The Ministry of Education, University and Research provides special admission requirements for holders of certain qualifications (American high school diplomas, British qualifications, Greek qualifications). Get more information from the Student Secretariat.

Concurrent enrolment at several universities or in several courses at the same university is not allowed.

Concurrent enrolment at universities and at higher education institutions for music and dance (e.g. music academy) is on the contrary allowed under specific conditions (Ministerial Decree 28.09.2011; get more information from the Student Secretariat).

LANGUAGE REQUIREMENTS FOR ADMISSION

The official teaching languages are **Italian, German and English**, and the following language requirements apply:

LANGUAGE	MINIMUM ENTRY LEVEL	AFTER ONE YEAR	MINIMUM EXIT LEVEL
1st language	B2	- - -	C1
2nd language	B2	- - -	C1
3rd language	- - -	B1	B2

Your first language is the language in which you have the highest level of proficiency (B2 or C1). Your third language is instead the language in which you are weaker (or in which you are an absolute beginner).

If you are not able to certify the above-indicated entry level, you cannot be admitted. By the end of your first year, you must have certified B1 level of proficiency in your third language. By the end of your undergraduate degree, you must be able to demonstrate the above-indicated exit language levels.

The six levels of the Common European Framework of Reference are:

A1-A2: Basic Users

B1-B2: Independent Users

C1-C2: Proficient Users.

Please note: Non-EU citizens resident abroad must also sit a separate Italian language test before they can enrol. Further information is available on the University's website

<https://www.unibz.it/en/applicants/international-applicants/bachelor-and-master-programmes/>

HOW TO DEMONSTRATE LANGUAGE PROFICIENCY

You must first log in to the Application Portal available at www.unibz.it

Once registered, you must:

- fill in the application form,
- upload your language certificates and/or enrol for the language exams offered by the Language Centre.

PROFICIENCY REQUIRED FOR ADMISSION (TWO LANGUAGES AT LEVEL B2)

You can demonstrate language proficiency in the following ways:

- a) you declare, in the application portal, that Italian, German or English is or was the main teaching language in your final highschool year (corresponds to level C1).
 - o In case of Ladin upper secondary school: If your highschool was one of the trilingual secondary schools in the Ladin valleys of South Tyrol, this will be accepted as demonstrating proficiency in both German and Italian (corresponds to level B2 for both languages).
 - o In in the event that the upper secondary school was in a foreign country: If the foreign language proficiency levels (for German, Italian, or English) obtained during the studies are explicitly indicated on the diploma of

- graduation according to the Common European Framework of Reference (i.e., B1, B2 or C1), and if all four language abilities (reading, listening, speaking, writing) have been assessed, then the indicated levels can be used to certify the satisfaction of the University language requirements for the second and/or third language. In this case, we recommend that you upload your diploma under "language certificates" in the application portal, indicating the language and the level that you have achieved;
- b) you declare, in the application portal, to be awarded an undergraduate or postgraduate degree in Italian, German or English (corresponds to level C1).
 - o Unibz graduates must certify the language levels achieved by the end of their studies by uploading the relevant certificates and/or by declaring that they have passed language exams at the unibz Language Centre (B2, B2+ or C1);
 - c) you upload, in the application portal, a recognised certificate (see <https://www.unibz.it/en/services/language-centre/study-in-three-languages/>). If you can't upload the certificates, you can send them by e-mail as PDF files or deliver them in person to the Language Centre. The certificates can be uploaded or forwarded during the following periods:
 - o **1 March - 26 April 2019**, 12.00 midday (for applicants of the 1st and 2nd session)
 - o **20 May - 11 July 2019**, 12.00 midday (for applicants of the 2nd session)
 - d) you pass a language exam organised by the Language Centre of unibz. Enrolment for these exams is done online through the application form:
 - o **15-16 March 2019** during the Open Day (enrolment from 01.03. to 11.03.2019) (valid for the 1st and 2nd session)
 - o **11-12 April 2019** (enrolment from 01.03. to 07.04.2019) (valid for the 1st and 2nd session)
 - o **2-3 July 2019** (enrolment from 20.05. to 26.06.2019) (valid for the 2nd session only)

If necessary, the exam sessions in April and July will be extended by one day and then possibly take place on 13 April and 4 July.

Please note: it is not possible to register for the language exams outside the periods indicated above. If you start an application outside a registration period for the language exams, you must return to the portal during one of the periods indicated above in order to register for an exam.

INFORMATION ABOUT THE LANGUAGE EXAMS OF THE LANGUAGE CENTRE OF UNIBZ

Information regarding the structure of the language proficiency exams, their duration, their administration, and typical processing time for the publication of the results can be found on the following webpage:

<https://www.unibz.it/it/services/language-centre/language-exams/>. *We advise that you carefully read all the information contained on that page.*

Please note: In case your final title has been awarded by an Italian public establishment, certificates and diplomas must be substituted by self-declarations.

FURTHER LANGUAGE PROFICIENCY (THIRD LANGUAGE)

If you have already acquired a certain level of language competence in the third language of tuition, i.e. your weakest language, we recommend to certify these competences as described above in letter c).

If you are not able to certify your language competence in the third language of tuition and you are admitted to your studies at unibz you will have to take a placement test. You will receive an invitation to the test by e-mail. According to your actual level you will be assigned to a certain learning path so that you will be able to reach level B2 as soon as possible.

If you are an absolute beginner in the third language, or if your certifications or placement test results show a level below B2, you may attend **a three-week intensive language course** during the pre-semester session in September in order to start the learning path which aims to bring the student to the B2 level in the third language.

These courses will be offered from 9 through 27 September 2019 (3 weeks = 120 hours of lessons from Monday to Friday). There will be 6 hours of lessons per day plus 2 hours of additional linguistic activities. Besides this intensive course there will be various courses throughout the academic year and during the periods that are free of other lessons and exams.

ATTENTION: Beginner courses (A1) will be offered exclusively during the pre-semester intensive course session in September. Beginner courses will not be offered during the academic year. For this reason, true beginners must begin their learning path for the third language during the September intensive course session.

All of the language courses offered by the Language Centre are **free of charge** and aim to help the students reach the following target levels in the third language:

- the B1 level by the end of the first year of study
- B2 level by the end of the second semester of the second year of study.

Learning path	Starting from	Course modules				Hours of lessons
Learning path 1	A0	A1.1+A1.2	A2.1+A2.2	B1.1a+B1.1b B1.1a+B1.1b	B2.1a+B2.1b B2.2a+B2.2b	520
Learning path 2	A1	A2.1+A2.2	B1.1a+B1.1b B1.1a+B1.1b	B2.1a+B2.1b B2.2a+B2.2b		440
Learning path 3	A2	B1.1a+B1.1b B1.1a+B1.1b	B2.1a+B2.1b B2.2a+B2.2b			320
Learning path 4	B1	B2.1a+B2.1b B2.2a+B2.2b				160

If you have not certified the necessary competence in the third language (B1) by the end of the first year of your studies, you cannot enroll for the second study year and you are not allowed to attend projects/ studios and to sit their exams.

You will also need to reach the C1-level for your **second language** by the end of your studies, otherwise you won't be able to graduate. Also in this case the Language Centre will offer modular courses to help you reach the required level.

ONLINE APPLICATION

Your application is submitted online through the Application Portal available at www.unibz.it.

You need to create an account, fill in the form online and upload the documents required as an electronic file for every selected degree course. Through the Application Portal you can also upload your language certificates or register for the language exams.

Please note: Mendacious declarations will be penalised by criminal penalties and will result in the automatic exclusion from the ranking list.

ATTACHMENTS

You should upload the required attachments for every selected degree course in the portal. In the portal, you can visualize the status of your application and your attachments with the help of colours (e.g. missing documents will be highlighted in red).

Evaluation can then only take place on the basis of the documents you have uploaded by the deadline.

You have to upload:

- a passport-size colour photo;
- a photocopy of a valid identity card or passport (front/back); attention: if your document is invalid, incomplete or unreadable, you will be excluded from the admission procedure;
- the attachments listed in the section entitled "Selection procedure".

If you have gained your qualification abroad, you must also upload:

- the diploma of your qualification: if you are not yet in possession of the diploma, you can upload it upon enrolment at the very latest - until you have not uploaded your diploma, you can only gain conditional admission;
- an official translation of the qualification into Italian (not necessary for qualifications in German or English);
- the declaration of equivalent value of your qualification: if you are not yet in possession of the declaration, you can upload it upon enrolment at the very latest (see next paragraph);
- the valid permit to stay for Italy (only for non EU-citizens legally resident in Italy) – see below chapter “EU-citizens and equivalent” point 2.

The declaration of equivalent value (not necessary for qualifications gained in Austria or Germany, but unibz reserves the right to request it in case of doubt)

If you have a qualification from abroad, you must certify that your qualification would grant you entry to a similar university course in the country where you achieved this qualification.

For that reason you must:

- apply for the “dichiarazione di valore” (declaration of equivalent value) at the Italian consulate or embassy abroad (please apply for the declaration as soon as possible since it can often require long processing times);
- upload the declaration upon enrolment at the very latest, together with the other relevant documents.

EU-CITIZENS AND EQUIVALENT

Within an application session you might apply for more than one study programme. If you are excluded in the first session, you might apply again in the second one.

Please proceed in this way:

- Fill in the application form correctly and submit it by the deadline. Filled-in forms which have not been sent correctly will not be taken into consideration;
- Once the application has been sent, it cannot be modified.

Considered as equivalent are:

1. Citizens from Norway, Iceland, Liechtenstein, Switzerland, San Marino and Vatican;
2. Non-EU-citizens with a valid permit to stay in Italy (see article 39, paragraph 5 of decree no. 286 of 25.07.1998: “**permesso di soggiorno**” for work, family reasons, political or humanitarian asylum, religious reasons). In this case, you apply directly to the University as described above and must submit a copy of your valid permit to stay. A permit to stay for study reasons or a visa for tourism is not sufficient. If the permit deadline has expired, you must attach a renewal request. **NB:** if you do not provide the permit for one reason or another, you will be automatically considered a non-EU citizen living abroad and therefore subject to the admission procedure through the Italian authorities acting in your country of origin.

Deadlines	Begin	End (term of exclusion)
1 st session	1 March 2019	26 April 2019, 12:00 noon
2 nd session	20 May 2019	11 July 2019, 12:00 noon

NON-EU-CITIZENS (RESIDENT OUTSIDE OF ITALY)

Only one application session is offered. After the deadline it is not possible to apply anymore.

Please note: You can apply for one study programme only!

In the event of a second application, only the first one will be considered.

Please proceed in this way:

- Fill in the application form correctly and submit it by the deadline. Filled-in forms which have not been sent correctly will not be taken into consideration;
- Once the application has been sent, it cannot be modified.

Deadlines	Begin	End (term of exclusion)
Application session	1 March 2019	26 April 2019, 12:00 noon

You will also have to **apply at the Italian authorities** (consulate or embassy) in your country. The deadlines set by the Italian Ministry of Education, Universities and Research (<http://www.studiare-in-italia.it/studentistranieri/>) must be respected. Should you not follow this procedure with your local Italian consulate, the application delivered direct to the University will be declared null and void.

SELECTION PROCEDURE

The selection procedure includes two stages.

The first stage consists of carrying out, autonomously at home, the following works:

1. Video work
2. Visual communication - 2D work
3. Product design – 3D work
4. Art work

The second stage consists of an Admission Workshop, which takes place at the Free University of Bozen-Bolzano and comprises:

1. Sketch-test
2. Interview

First stage (to be carried out at home)

1. Video

Make a video and upload it to the application portal within:

Friday 26 April 2019 at 12:00 pm (midday) for the first session;

Thursday 11 July at 12:00 pm (midday) for the second session.

If you apply for both majors (Design and Art), you have to upload two different videos, one for the major in Design and one for the major Art.

To follow the technical data for the video recording:

- Length: max. 2 minutes
- File size: max. 150 MB
- Possible formats: .mov, .mp4, .mpg, .avi, .wmv
- File name: surname_name.format (.mov, .mp4, .mpg, .avi, .wmv)

The video should be made entirely by you. It needn't be a technically high-end "Hollywood production"; the quality of a standard digital camera is sufficient.

Major Design

Subject and content of the video are at your choice. For example, you could deal with a two-dimensional representation or an object. Make a creative and intelligent video, in which you show your design passion and your way of thinking.

Major in Art

Subject and content of the video are at your choice. The video that you make should show your artistic interests and/or goals.

2. - 4. Visual Communication / Product Design / Art assignments

Regardless of whether you apply for the major Design, the major Art or for both majors, you will do the following assignments at home:

Visual communication – 2D work

Product design – 3D work

Art work

The topics and the technical indications (size of models, materials etc.) of the three assignments will be communicated by e-mail approximately a week before the Admission Workshop. It is not permitted, in any case, to send the works by post.

The three assignments must show both the spirit of observation and the candidate's capacity of judgement and creativity.

Second stage (Admission Workshop in Bozen-Bolzano)

The Admission Workshop will take place in the following days:

First session: **Saturday 11 May 2019**

Second session (only for EU citizens): **Saturday 20 July 2019**

and will be organized as follows:

1. Sketch-test (about 30 minutes)

The sketch-test will take place before the interview and will be aimed at testing your drawing skills. The topics of the sketch-test will be communicated to you at the beginning of the test itself and will be related to the three works done at home (2D/3D/Art). You will choose and develop one of the three topics.

2. Interview (around 30 minutes)

At the end of the sketch-test you will have an interview with a commission, during which you will show and explain the works done at home. Moreover, the commission may pose you questions concerning your CV and general questions about design and/or art. Through the interview, the commission aims to verify the candidate's interdisciplinary interest and her/his communication and creative skills.

Evaluation criteria

The commission has at disposal a maximum score of 180 points, distributed as follows:

Video work: max. 10 points

Visual communication work: max. 30 points

Product design work: max. 30 points

Art work: max. 60 points

Interview: max. 50 points

The Faculty Council has established a minimum score of 70/180 points for the admission to the bachelor.

- To be admitted to the **major in Design**, you must also have obtained a minimum score of 24 points by adding the results of both the visual communication (2D) and product design (3D) works.
- To be admitted to the **major in Art**, you must instead have obtained a minimum score of 24 points in the art work.

In the event that, at the end of enrolments, should there be vacancies in one of the two majors, candidates who are on the waiting list and who, during the admission workshop, have been evaluated suitable for the enrolment also in the major in which there are vacancies (as per the admission criteria described in the previous paragraph), may apply for the enrolment in the major in which there are vacancies, according to the procedures and times communicated by the faculty secretariat.

ADMISSION RANKING LISTS

The Selection Committee will only evaluate the documentation presented by the application deadline. Two admission ranking lists will be drawn up: one for EU citizens (and citizens of other countries who enjoy parity of treatment) and one for non-EU citizens resident abroad.

The ranking lists will be published on the website <https://www.unibz.it/en/applicants/ranking-lists/> and are only valid for the academic year for which they have been drawn up.

Publication of the rankings

First session: by 17 May 2019

Second session: by 30 July 2019

CONFIRMATION OF STUDY PLACE AND ENROLMENT

If you have been admitted to more than one degree course, you can only confirm a study place in one of them. With this confirmation you refrain from the admission to the other degree courses and lose the right to move up in the other ranking lists.

For enrolment you need to:

1. **pay the first instalment of university fees** (747,50 €)
2. **in the application portal**, choose the course and upload **the payment receipt** (to confirm your study place). Please note that payment will only be accepted once the receipt has been uploaded in the portal - it is not enough just to make the payment, otherwise you will lose your study place!

Deadline for applicants of Session I	27 May 2019, 12:00 noon
Deadline for applicants of Session II	8 August 2019, 12:00 noon

If you do not respect this deadline, you will automatically lose your place which will be offered to the subsequent applicant in the ranking list.

For EU citizens and equivalent only: If not all study places of Session I are occupied, any free places will be assigned in Session II.

Please note that payment does not allow you to receive student status, which will be acquired upon enrolment. If you have a confirmed study place, there will be no refund of the university fees unless you do not pass your secondary school final exam or, in the event of non-EU applicants resident abroad, you do not receive the necessary documents from the Italian authorities in your country.

3. **in the application portal, enrol online**

Deadlines	Begin	End
for applicants of Session I	15 July	26 July 2019, 12:00 noon
for applicants of Session II	30 July	8 August 2019, 12:00 noon

Enrolment is recommended as early as possible, so you have the possibility to upload incomplete documents before the end of the deadline.

If you don't respect the deadline for enrolment, you will lose your study place, which will be offered to the subsequent applicant in the ranking list.

If you have gained your secondary school qualification abroad you must upload (if not uploaded upon application):
<ul style="list-style-type: none">• secondary school diploma• official translation of the secondary school diploma into Italian (translation is not necessary if the certificates have been issued in German or English)• declaration of equivalent value of your secondary school diploma, issued by the Italian consulate or embassy abroad (not necessary for qualifications gained in Austria or Germany, but unibz reserves the right to request it in case of doubt)

At the beginning of the academic year you have to submit the originals of the above mentioned documents to the Student Secretariat.

Please note that if you do not possess a valid entrance qualification, you could be excluded with Rector`s decree even after enrolment.

If you are a non-EU citizen resident abroad:
If you are able to be admitted to the admission procedure of the course you applied for (check the admission ranking lists), the Italian Authorities in your own country will issue you the entry visa for studies/university: this will allow you to arrive in Italy to sit the Italian-

language test (for undergraduate degrees), any entrance tests you have to take, and to enrol for the course that you have applied for, after passing the selection procedure.
The Italian-language test, which all students applying for undergraduate courses must sit, is usually taking place at the beginning of September in Bozen-Bolzano.

According to Italian law, within 8 working days of your arrival in Italy, you must have applied for the permit to stay: as soon as you arrive you should go to the Advisory Service and you will be given the necessary information for starting this procedure.

Once you will obtain your permit of stay for Italy (permesso di soggiorno), you have to deliver it to the Student Secretariat personally or via e-mail.

Students intending to transfer from another Italian University to unibz have to submit to the Student Secretariat - at the beginning of the academic year - a copy of the transfer application presented at the university of origin.

TUITION FEES

Enrolment taxes and fees for the 2019/20 academic year amount to **1.347,50 €**.

- **1st instalment** (747,50 €)*: includes the provincial tax for the right to study of 147,50 € and a revenue stamp of 16 €.
- **2nd instalment** (600 €): must be paid by 31 March 2020.

The first instalment must be paid in order to enrol.

Delayed payment of the second instalment will result in a fine being levied. If you have not paid your taxes or other fees, you will be unable to take exams and will not be able to transfer to other universities or other degree courses. If you drop out of a course, interrupt your studies or are excluded from studies, you are not entitled to reimbursement of fees.

Exemption from the University fees (and the provincial tax) is granted to:

- Students with a disability recognized under article 3, paragraph 1, of Law No 104/1992, or with a disability up to or exceeding 66%: the disability certificate, issued by the health authorities, must be presented at the beginning of the academic year.
- Foreign students who have been granted a scholarship from the Italian government.

Entitled to receive a refund of the tuition fees are those students who benefit from a scholarship granted by the Autonomous Province of Bozen-Bolzano (see below).

RECOGNITION OF CREDIT POINTS

After enrolment, you can apply for recognition of the credit points gained at the end of your previous university studies, if they are compatible with the subjects offered.

You can fill out the online application using Cockpit (Intranet for students, access will be possible only after enrolment).

The Degree Council will evaluate the application and the credit points - if recognised - will be inserted in your student's career.

Further information are available in the Faculty Secretariat.

ADVISORY SERVICE

The Advisory Service informs you about the faculties and the study programmes and provides support regarding your choice of study at the InfoPoints in Bozen-Bolzano and Brixen-Bressanone (by appointment). In many cases, a simple ring or an email is enough to get the requested information.

Addresses and telephone numbers can be found on the last page of this Manifesto.

STUDENTS WITH DISABILITIES OR LEARNING DISORDERS

Students with disabilities:

- Support during the Advisory Service will arrange the support according to your needs so that you can sit the admission exams without difficulty. You must therefore submit a certificate of disability to the Advisory Service, Piazza Università 1 – Bozen-Bolzano, either in person by appointment, or via e-mail to study@unibz.it or via fax (+39 0471 012109), by the application deadline.
- Support while you study: please contact the Advisory Service to discuss any further support you may need throughout your time at the University.
- Exemption from tuition fees: please read the paragraph entitled "Tuition Fees".

Students with learning disorders (law n.170/2010):

- Support during the admission procedure: you are entitled to receive 30% extra time for written entrance examinations. You need to submit an evaluation that documents your learning disorder (diagnosis) in a timely manner before any language or admission exams and no later than the application deadline to the Advisory Service, Piazza Università 1 – Bozen-Bolzano, either in person by appointment, or via e-mail to study@unibz.it or via fax (+39 0471 012109), by the application deadline. The certification provided must have been issued by an institution recognised by your national health service and the diagnosis submitted cannot be accepted if it is more than 3 years old.
- Support while you study: please contact the Advisory Service to discuss any further support you may need throughout your time at the University.

Other forms of support are offered by the School and University Welfare Office of the Autonomous Province of Bozen-Bolzano (address and other details can be found on the last page).

STUDY GRANTS AND STUDENT ACCOMMODATION

The School and University Welfare Office of the Autonomous Province of Bozen-Bolzano (Amt für Hochschulförderung - Ufficio per il Diritto allo Studio universitario) can be contacted for:

- **Accommodation in Bozen-Bolzano, Brixen-Bressanone and Bruneck-Brunico:** you can apply **from mid/end of May 2019**. For information on the exact date and time, please refer to the website of the School and University Welfare Office at <http://www.provincia.bz.it/diritto-allo-studio>. The assignment of accommodation in student hostels follows a first-come, first-served policy. You can find further information on the same website from mid-April;
- **Study grants:** For further information, please contact the above-mentioned office, the "Südtiroler HochschülerInnenschaft" (sh.asus) or the Movimento Universitario Altoatesino (MUA). MUA and sh.asus also offer a support service for filling in applications. Students from non-EU countries will be eligible for these study grants only after one year of regular residence in South Tyrol;
- **Refund of the provincial tax.**

Addresses and telephone contacts are indicated on the last page of this Manifesto.

2019/20 ACADEMIC CALENDAR

1st session

Application	01.03. - 26.04.2019
Language tests	11.-13.04.2019 (enrolment by: 05.04.2019)
Admission exam (Admission Workshop)	11.05.2019
Publication of ranking lists	by 17.05.2019
Payment of the 1st instalment of the fees	by 27.05.2019
Enrolment	15.07. - 26.07.2019

2nd session

Application	20.05. - 11.07.2019
Language tests	02.-04.07.2019 (enrolment by: 24.06.2019)
Admission exam (Admission Workshop)	20.07.2019
Publication of ranking lists	by 30.07.2019
Payment of the 1st instalment of the fees	by 08.08.2019
Enrolment	30.07. - 08.08.2019

Pre-semester

Workshop Courses (strongly recommended)	02.09. – 06.09.2019
Intensive language courses	09.-27.09.2019
Infodays for Freshers	30.09.-01.10.2019

1st semester

Classes	30.09. - 20.12.19
Christmas holidays	24.12.2019 - 06.01.2020
Classes	07.01. - 18.01.2020
Exams	20.01. - 08.02.2020 (1st study year) 20.01. - 15.02.2020 (years after the first study year)

2nd semester

Classes	24.02. - 09.04.2020
Easter holidays	10.04. - 13.04.2020
Classes	14.04. - 13.06.2020
Exams	18.06. - 11.07.2020

Autumn session

Exams	24.08. – 12.09.20209 (1st study year) 24.08. - 26.09.2020 (years after the first study year)
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FOR FURTHER INFORMATION

WHO?	WHAT?	WHERE?	WHEN?
Advisory Service Tel. +39 0471 012 100 study@unibz.it	General information and course guidance, foreign students and students with disability or learning difficulties, accommodation	Bozen-Bolzano: Universitätsplatz/Piazza Università 1 Building A – 1 st floor Office A1.01 Infopoint	Tue + Thu 14:00 - 16:00 Wed + Fri 10:00 - 12:30
Student Secretariat Tel. +39 0471 012 200 studsec@unibz.it	Online application, enrolment, tuition fees	Bozen-Bolzano Universitätsplatz/Piazza Università 1 Building B – 1 st floor Office B1.10	Mon + Wed + Fri 10:00 - 12:00 Tue + Thu 14:00 - 16:00
Faculty of Design and Art Tel. +39 0471 015 000 design-art@unibz.it	Admission procedure, ranking lists, didactics	Bozen-Bolzano Universitätsplatz/Piazza Università 1 Building F – 5 th floor	Mo + Fri 10:00 - 12:00 Tue + Thu 09:00 - 12:00
Language Centre Tel. +39 0471 012 400 language.centre@unibz.it	Online upload of language certificates, enrolment to language assessment tests, language courses	Bozen-Bolzano: Universitätsplatz/Piazza Università 1 Building A – 1 st floor Office A1.01 Infopoint	Tue + Thu 14:00 - 16:00 Wed + Fri 10:00 - 12:30
Amt für Hochschulförderung / Ufficio per il Diritto allo Studio universitario Office for School and University Assistance Tel. +39 0471 412 941/ 412 927 hochschulfoerderung@provinz.bz.it	Grants, accommodation in student halls	Bozen-Bolzano Andreas-Hofer-Straße/Via Andreas Hofer 18 2 nd floor Office 213, 216 (Grants) Office 214 (Student halls)	Mon + Tue + Wed + Fri 09:00 - 12:00 Thu 08:30 - 13:00 / 14:00 - 17:30
South Tyrolean student association (sh.asus) Tel. +39 0471 974 614 bz@asus.sh	General information, support in filling out the application forms for grants	Bozen-Bolzano Kapuzinergasse/Via dei Cappuccini 2 Ground floor	Mon – Thu 09:00 - 12:30 / 14:00 - 17:00 Fri 09:00 - 12:30