Freie Universität Bozen
Libera Università di Bolzano
Università Liedia de Bulsan

unibz

Study Manifesto

MASTER IN COMPUTATIONAL DATA SCIENCE

—

2019/20 academic year

Course outline

Faculty	Computer Science (campus Bozen-Bolzano)
Degree class	LM-18
Length	2 years
Credit points	120 (based on the European Credit Transfer System)
Languages used in teaching	English
Admission title	Three-year undergraduate degree (bachelor) or equivalent foreign qualification
Language requirements	Level B2 in English
Study places	40 EU + 20 Non EU
Admission procedure	Previous studies evaluation
Deadline for application	1st Session: 26 April 2019 noon 2nd Session: 31 July 2019 noon
Deadline for enrolment	11 October 2019 noon
Tuition fees	1347,50 Euro per year
Begin of language courses	9 September 2019
Classes start	30 September 2019
Notes	Subject to approval of the Ministry

Subject to change

MASTER IN COMPUTATIONAL DATA SCIENCE

Master class: LM-18

Our master equips you with the key skills and knowledge needed to develop next-generation information systems that help to describe and manage data, discover new facts and relations, make predictions and advise decision makers: a unique mix of data science and computing, which cannot be found in other data science curricula.

We live in a digital society. Human and automated activities continuously generate data, storing them in digital format. These data come from everywhere: enterprise information systems, social media, wearable equipment, industry processes, automation, transportation infrastructures, and many more.

Data are like crude oil: unrefined, they are useless.

In our programme, we teach you how to become a computational data scientist, i.e. a computer scientist specialised in the engineering of the next-generation information systems.

Data science sits at the interface between computer science, mathematics, and application domains. Our study programme covers all these areas: computer science and IT methods for managing and engineering complex and big data, mathematical tools for data interpretation and analysis, artificial intelligence techniques to extract insights from data and support decision makers, and aspects of human-computer interaction. You will participate in cutting-edge research, and apply your skills to data coming from real application domains, such as business information systems, travel and tourism, bioinformatics, healthcare, internet of things, industry 4.0, agriculture, and many more.

Our study course offers solid training in:

- *Data management*: modelling, storage, retrieval, integration and processing of large amounts of structured and unstructured data.
- *Mathematics and statistics*: basic and advanced techniques for data analysis and interpretation.
- *Artificial intelligence*: machine learning and knowledge representation for the automatic extraction of knowledge from data, for reasoning over data, and for the implementation of data-centred decision support systems.
- *Programming*: languages and tools for developing complex software applications operating over data collections and their corresponding IT systems.
- *Data and people*: human-centred computing for man-machine interaction, for the development of user interfaces, and for data visualization.
- *Applications*: transformation of raw data from real application domains into forms that support informed strategic decisions.

The master is structured along two curricula:

- *Data Analytics*: focuses on fundamental techniques for massive data analysis based on mathematics, statistics, and machine learning. Provides students with the skills needed to develop advanced software applications that access data and extract new knowledge, laying the basis for business and decision processes.
- *Data Management*: covers principles and methods of computer science and artificial intelligence for the management of complex, heterogeneous data. Provides students with the skills needed to design and implement advanced information systems for describing, integrating, and curing data, and for supporting the execution of business and decision processes.

You also learn the (practical) skills needed to operate in a specific application domain. You are able to interact with domain experts, and create context-specific IT systems for the management and analysis of data. This includes cross-cutting soft-skills such as:

- ability to interact with users and non-technical experts;
- understanding and drafting of technical documentation;
- ability to work and collaborate effectively within interdisciplinary teams.

Career opportunities

We prepare professionals that are highly requested by the industry, ranging from big players like Facebook, Twitter, Amazon, Netflix, and Google, to small and medium enterprises specialized in different application domains. Our graduates also acquire the specific methods of scientific research that enable them to pursue a PhD. Specifically, our master trains the following profiles:

- *Data Analyst*: holds responsibility roles in the analysis of large volumes of data within a company or organisation. S/he knows how to combine and explore multiple data sources. S/he develops software applications that extract and infer new knowledge from data, help understand reality and are instrumental to strategic-decisional processes. Job opportunities: Data Analysts are sought after in all those business and organisational contexts in which it is crucial to analyse and interpret large and/or complex amounts of data. This includes scientific institutes, laboratories and universities.
- *Data Engineer*: oversees the application of IT and software engineering methods and languages in order to design, implement and maintain complex software solutions for data storage and analysis. S/he orchestrates a multitude of complex software components operating under performance and resource constraints. Job opportunities: Data Engineers are employed in all those companies and organisations that manage huge, complex, heterogeneous amounts of data and their corresponding business processes. This includes scientific institutes, laboratories and universities.

- *Data Architect*: models, designs, and manages complex IT infrastructures for storing, sharing, profiling, and integrating enterprise data in intra- and inter-organisational contexts. These infrastructures must meet end-user requirements of correctness, quality, performance, and safety. In addition, they must be able to interoperate with legacy IT solutions present in the organisational domain. Job opportunities: Data Architects cover technical and coordination roles within companies and organisations that generate/consume huge amounts of complex data, or need to align heterogeneous networks of IT systems and data sources. This includes scientific institutes, laboratories and universities.

Languages used in teaching
The language in all the lectures is English.

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

	EU citizens (and citizens given parity of treatment)	non-EU citizens (resident abroad)
1st session	40	20
2nd session	10	0
Total	**50**	**20**

CURRICULA

You can personalize your study plan by choosing a curriculum and, within the curriculum, 3 different optional courses and 2 different free choice courses. Additionally, 6 Credit Points are devoted to Capstone Projects. You must chose the curriculum at the time of enrolment and may change it within the 1st year.

Data Analytics

1st year		
Courses	**Exam**	**Credit Points**
1st Semester		
Advanced Data Management Technologies	yes	6
Data Visualization and Exploration	yes	6
Information Retrieval	yes	6
Programming for Data Analytics	yes	6
Statistics for Data Science	pass/fail	6
2nd Semester		
Data Curation [Mod 1: Data Integration – Mod 2: Data Profiling]	yes	12
Machine Learning	yes	6
Optional Course	yes	6
Free Choice*	**	6
2nd year		
Courses	**Exam**	**Credit Points**
3rd Semester		
Development of Data Products	yes	6
Human-Centered Computing	yes	6
Capstone Project	pass/fail	6
Optional Course	yes	6
Free Choice*	**	6
4th Semester		
Optional Course	yes	6
Advanced English for Scientific Communication	pass/fail	4
Thesis	Degree	20

* Free Choice credit points can be advanced or postponed freely ** final exam or pass/fail test

Optional Courses – Data Analytics*	**Exam**	**Credit Points**
Advanced Topics in Machine Learning	yes	6
Agile Software Development	yes	6
Artificial Intelligence – Methods and Applications	yes	6
Computational Linguistics	yes	6
Data Maintenance and Evolution	yes	6
Data Scientist Toolbox	yes	6
Decision Making and Support Systems	yes	6

Enterprise Architectures	yes	6
Formal Verification of Software and Systems	yes	6
Intelligent Agents	yes	6
Lean Start-Up and Entrepreneurship	yes	6
Management of Temporal and Spatial Data	yes	6
Organizational Modelling	yes	6
Process-Aware Information Systems	yes	6
Process Mining	yes	6
Real-Time Big Data Processing	yes	6
Recommender Systems	yes	6
Research Methods and Technology Transfer	yes	6
Semantic Technologies and Linked Data	yes	6
Simulation and Modelling	yes	6
Social and Security Aspects of Data Science	yes	6
Web and Text Mining	yes	6

* The courses in academic year 2019/20 have to be decided: this is just the list of possible courses.

Data Management

1st year		
Courses	**Exam**	**Credit Points**
1st Semester		
Algorithms for Data Processing	yes	6
Artificial Intelligence - Methods and Applications	yes	6
Organizational Modelling [Mod 1: Data and Process Modelling – Mod 2: Information Systems Design	yes	12
Optional Course	yes	6
2nd Semester		
Enterprise Architectures	yes	6
Data Integration	yes	6
Machine Learning	yes	6
Programming Data Infrastructures	yes	6
Free Choice*	**	6
2nd year		
Courses	**Exam**	**Credit Points**
3rd Semester		
Social and Security Aspects of Data Science	pass/fail	6
Semantic Technologies and Linked Data	yes	6
Capstone Project	pass/fail	6
Optional Course	yes	6
Free Choice*	**	6
4th Semester		
Optional Course	yes	6
Advanced English for Scientific Communication	pass/fail	4
Thesis	Degree	20

* Free Choice credit points can be advanced or postponed freely ** final exam or pass/fail test

Optional Courses – Data Management*	**Exam**	**Credit Points**
Advanced Data Management Technologies	yes	6
Advanced Topics in Machine Learning	yes	6
Agile Software Development	yes	6
Computational Linguistics	yes	6
Data Maintenance and Evolution	yes	6
Data Scientist Toolbox	yes	6
Data Visualization and Exploration	yes	6
Decision Making and Support Systems	yes	6
Development of Data Products	yes	6
Human-Centered Computing	yes	6
Information Retrieval	yes	6
Intelligent Agents	yes	6

Lean Start-Up and Entrepreneurship	yes	6
Management of Temporal and Spatial Data	yes	6
Process Mining	yes	6
Process-Aware Information Systems	yes	6
Programming for Data Analytics	yes	6
Real-Time Big Data Processing	yes	6
Recommender Systems	yes	6
Research Methods and Technology Transfer	yes	6
Simulation and Modelling	yes	6
Formal Verification of Software and Systems	yes	6
Web and Text Mining	yes	6

* The optional courses offered in academic year 2019/20 have to be decided: this is just the list of possible courses.

TEACHING AND LEARNING ACTIVITIES

Various kinds of teaching and learning activities confer practical and theoretical knowledge in different ways:
- **Lecture**: regular meeting with the students where the lecturer explains the theoretical part of the course syllabus.
- **Exercise**: regular meeting with the students that complements the lecture; during exercises the course syllabus is reworked and/or the student independently applies the theoretical knowledge under the supervision of the lecturer.
- **Lab**: regular meeting with the students that complements the lecture; during labs the student independently develops a software product by immediately applying the theoretical knowledge under the supervision of the lecturer.
- **Seminar**: presentation in the form of a seminar where advanced topics are discussed and comprehension, communication and teamwork skills are developed; the presentation is given by experts of the area or by the participating students, who deepen a specific topic proposed by the lecturer.
- **Capstone Project:** activity during which the student works autonomously on an individual or group project with real data coming from an application domain, under the supervision of a lecturer and of a domain expert; in particular, the techniques studied are applied and developed and skills in planning, communication, interaction with users, and group work are acquired.

Thesis and degree examination
The degree examination for attaining the Master consists in the public discussion of an original thesis written by the student under the guidance of a supervisor. The thesis is drawn up at the conclusion of a research or design activity or case analysis, and must demonstrate originality, mastery of the topics dealt with, ability to operate autonomously and a good level of communication.

ADMISSION REQUIREMENTS

Admission to the Master requires the possession of one of the following qualifications:

Typology a)
- Italian Bachelor degree ("diploma di laurea") in Computer Science (Scienze e tecnologie informatiche, classe L-31), Information Engineering (Ingegneria dell'informazione, classe L-08)

- equivalent Italian degree obtained according to the regulations previously in force

- other degrees in the field of Computer Science awarded abroad and recognized as suitable

Typology b)
- Italian Bachelor degree ("diploma di laurea") in Physics (Scienze e tecnologie fisiche, classe L-30), Mathematics (Scienze matematiche, classe L-36) or Statistics (Statistica, classe L-41)

- equivalent Italian degree obtained according to the regulations previously in force

- other degrees in the field of Physics, Mathematics or Statistics awarded abroad and recognized as suitable.

Preference will be given to candidates who possess one of the qualifications listed under point a).

If you do not possess the required degree at the moment of application, you can apply if you have earned **at least 130 credit points (ECTS)**.

You must also have adequate knowledge of English (level B2 or higher according to the Common European Framework of Reference) and adequate general and specific competence. Please upload these requirements in the application portal.

However, you must have achieved your degree by the enrolment deadline for the academic year in question, otherwise you will be excluded from the admission procedure.
If you do not have the required academic qualification, you will be given a conditional offer for a study place and you must submit your qualification upon enrolment. If you achieve your qualification after the enrolment deadline, you cannot enroll and you will lose your place which will be offered to the subsequent applicant in the ranking list. Suggestion: If you achieve your qualification after the enrolment deadline, you should not pay the tuition fees to confirm the study place. You will be able to submit a late enrolment request to the Rector and, only if there are study places still available, you can enroll by December 18, 2019.

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

In order to be admitted to the programme, you must possess proven language skills at the B2 level (Common European Framework of Reference) of the **English** language.

If you are not able to certify the above indicated entry level, you cannot be admitted.

The six levels of the Common European Framework of Reference are:
A1-A2: Basic Users
B1-B2: Independent Users
C1-C2: Proficient Users.

HOW TO DEMONSTRATE LANGUAGE PROFICIENCY (B2 IN ENGLISH)

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

You can demonstrate language proficiency in the following ways:
a) you declare, in the application portal, that English was the main teaching language in your final highschool year (corresponds to level C1);
b) you declare, in the application portal, to be awarded an undergraduate or postgraduate degree in English.
   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 recognized 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 - 31 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 22.03. 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)
   o **30 July 2019** (enrolment from 15.07. to 24.07.2019) (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, 4 July and 31 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.

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", under penalty of exclusion from the 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 Diploma supplement, where it must be indicated:
    • that the student has achieved at least 180 credit points (ECTS) and
    • that the study title gives access to a Master course.
    In case of doubt, unibz reserves the right to request further documents (e.g. declaration of equivalent value);
• the declaration of equivalent value of your qualification, in the case the Diploma supplement is missing. 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.

What is the declaration of equivalent value
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.

They are considered as equivalent:
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)
1st session	1 March 2019	26 April 2019, 12:00 noon
2nd session	20 May 2019	31 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

In order to access the course you must go through a selection procedure.

In the application portal, you have to upload:

1. **A "Dossier" in English consisting of:**
   a) Study Curriculum
   The Study Curriculum must include the following information on the previous Bachelor degree:
   - name of the degree;
   - date of enrolment;
   - standard duration of the degree;
   - university awarding the qualification;
   - city and state where the university is located;
   - university website
   - following information for each subject:
     - original name and translation into English;
     - credit points;
     - grade.

- **for countries other than Italy**, grading scale or scales (maximum, minimum, minimum to pass an examination);
- **If the degree was obtained in Italy**, the candidate must self-declare the exams passed, subject to the exclusion from this selection procedure.
- **If the degree was obtained abroad,** the candidate must certify it by means of an academic transcript issued by the university awarding the qualification, subject to the exclusion from this selection procedure.
  NB: The data of the Study Curriculum must be entered in the excel sheet "Study Curriculum table", downloadable from the application portal; the completed excel sheet must then be uploaded through the application portal.

b) **Further experiences in the field of Computer Science**
You may submit a letter in English listing up to a maximum of two significant education or work experiences in the field of computer science. For each experience, you must provide a contact for verification.

2. **Certification of proficiency in English at B2 level**
You must certify your knowledge of English in one of the following ways:
- by declaring that you have completed or are about to complete a university degree in English;
- by declaring that you have completed or are about to complete a Bachelor degree from unibz
- by declaring that the main language of instruction in the last year of high school was English;
- by uploading a language certificate recognised by the Language Centre of unibz (https://www.unibz.it/it/services/language-centre/study-in-three-languages/) on the pre-enrolment portal;

If you do not meet any of the above requirements, you can certify your knowledge of English by passing the examination tests of the Language Centre of unibz.
It is under your responsibility to provide appropriate proof for the knowledge of English.

NB: mendacious declarations will be sanctioned under criminal law and will result in automatic exclusion from the ranking list.

The criteria for the evaluation are:

- the Study Curriculum is scored up to 10 points based on the average of the grades obtained at the time of application;
- the score awarded to the Curriculum Studiorum is weighed on the basis of the ranking of "Webometrics Ranking of World Universities" (http://www.webometrics.info/en), proceeding as follows:
  - o 3 points for universities in position from 1 to 1000 in the ranking;
  - o 2 points for universities in position from 1001 to 2000;
  - o 1 point for universities in position from 2001 to 3000 in the ranking;
  - o 0 points for universities in position from 3001 onwards;
- the "Further experiences in the field of computer science" are evaluated with a score of either 0 or 1 points each;
- the Certificate of English language proficiency does not give a score but is a condition for the admission;
- preference is given to candidates who possess one of the qualifications listed under point a) of the paragraph Admission Requirements.

The Selection Committee only evaluates the documentation uploaded in the portal by the application deadline. The Selection Committee draws up two admission ranking lists: 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 are 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:
For the first application session, likely by 17 May 2019.
For the second application session, likely by 9 August 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). <u>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!</u>

Deadline for applicants of Session I	**27 May 2019,** 12:00 noon
Deadline for applicants of Session II	**23 August 2019,** 12:00 noon

If you do not respect this deadline, you will automatically lose your study 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.

<u>Please note</u> 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, in the event of non-EU applicants resident abroad, you do not receive the necessary documents from the Italian authorities in your country.

<u>Admission with reservation</u>:
If you do not have the required academic qualification, you will be given a conditional offer for a study place and you must submit your qualification upon enrolment. If you achieve your qualification after the enrolment deadline, you cannot enrol and you will lose your place which will be offered to the subsequent applicant in the ranking list. <u>Suggestion</u>: If you achieve your qualification after the enrolment deadline, you should not pay the tuition fees to confirm the study place. You will be able to submit a late enrolment request to the Rector and, only if there are study places still available, you can enrol by December 18, 2019.

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

Deadlines	**Begin**	**End**
for applicants of Session I	15 July	**11 October 2019,** 12:00 noon
for applicants of Session II	9 August	**11 October 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 do not 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 qualification abroad you must upload (if not uploaded upon application):
• diploma of your qualification
• official translation of your diploma into Italian (translation is not necessary if the certificates have been issued in German or English)

• the Diploma supplement, where it must be indicated:
    • that the student has achieved at least 180 credit points (ECTS) and
    • that the study title gives access to a Master course.
  In case of doubt, unibz reserves the right to request further documents (e.g. declaration of equivalent value).

• the declaration of equivalent value of the applicants qualification, in the case the Diploma supplement is missing.

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

<u>Please note</u> 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 with the entry visa for studies/university: this will allow you to arrive in Italy to sit any entrance tests you have to take, and to enrol for the course that you have applied for, after passing the selection procedure.

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
Selection procedure and publication of ranking lists	by 17.05.2019
Payment of the 1st instalment of the fees	by 27.05.2019
Enrolment	15.07. - 11.10.2019*

2nd session

Application	20.05. - 31.07.2019
Selection procedure and publication of ranking lists	by 09.08.2019
Payment of the 1st instalment of the fees	by 23.08.2019
Enrolment	09.08. - 11.10.2019*

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. – 12.09.2020 (1st study year) 24.08. - 26.09.2020 (years after the first study year)

* If you do not have the required academic qualification, you will be given a conditional offer for a study place and you must submit your qualification upon enrolment. If you achieve your qualification after the enrolment deadline, you cannot enrol and you will lose your place which will be offered to the subsequent applicant in the ranking list. Suggestion: If you achieve your qualification after the enrolment deadline, you should not pay the tuition fees to confirm the study place. You will be able to submit a late enrolment request to the Rector and, only if there are study places still available, you can enrol by December 18, 2019.

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 – 1st 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 – 1st floor Office B1.10	Mon + Wed + Fri 10:00 - 12:00 Tue + Thu 14:00 - 16:00
Faculty of Computer Science Tel. +39 0471 016 004 /016 005 / 016 010 cs-teaching-organisation@unibz.it	Admission procedure, ranking lists, didactics	Bozen-Bolzano Dominikanerplatz/Piazza Domenicani 3 1st floor Office 1.03 Left wing	Mon + Wed 10:00 - 12:00 Tue + Thu 14:00 - 16:00
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 – 1st 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 2nd 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