Study Manifesto

MASTER IN ECO-SOCIAL DESIGN

—

2019/20 academic year

Course outline

Faculty	Design and Art (campus Bozen-Bolzano)
Degree class	LM-12
Length	2 years
Credit points	120 (based on the European Credit Transfer System)
Languages used in teaching	English
Admission title	See "Admission requirements" (page 2)
Language requirements	Level B2 in English
Study places	30 EU + 4 Non EU
Admission procedure	Academic qualification and interview
Deadline for application	1st Session: 26 April 2019 noon 2nd Session: 11 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 ECO-SOCIAL DESIGN

Master degree class: LM-12

The 2-year practice-based and transdisciplinary study course is an educational framework for designers that aims to contribute to more sustainable, resilient and fair futures — both locally and trans-locally. Eco-Social Design is not only about more eco-efficient products and services, but is striving for future-viable modes of production, consumption and life – for sustainable economies and cultures. Based on these general aims and values the design of products, spaces, processes, services, interfaces and of cross-media communication is understood as an integrated task.
The students' own projects are the core of the study course. Based on their projects, they choose courses from the areas **Observe, Analyse & Apply** and **Make & Intervene**. The former provide theoretical foundations, critical thinking and practical methodologies from the social and economic sciences. The latter teach how to use important tools and techniques for the creative work as a designer. Additionally, students can participate in offers from the other faculties.

Career prospects
The variety of jobs in the traditional fields of design is already very broad. Beyond this Eco-Social Design offers the possibility to collaborate with partners who are committed to environmental, social and political progress, such as NGOs, foundations, and public institutions, citizen groups, cooperatives and social enterprises. Also, the expanding market of organic, eco-friendly and ethical products and services, the sharing economy and other innovative economies, all offer work opportunities to our graduates. But in the first place, the MA Eco-Social Design supports students to invent and develop their own professional practice.

Language used in teaching
The teaching language is English.

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

	EU citizens (and citizens given parity of treatment)	non-EU citizens (resident abroad)
1st session	20	4
2nd session	10	0
Total	**30**	**4**

STUDY PLAN

In case the Ministry will not approve the new Study and Degree Regulations of the Master in Eco-Social Design, the study plan of the last academic year (2018/19) will be applied.

Attendance of the courses of this programme - although not compulsory - is necessary, given its practical nature and the intensive project work planned. Attendance of the seminars which provide useful knowledge for the introduction into the job world is compulsory.

The workload for each credit point (CP) corresponds to 25 hours of work, of which between 13 and 20 hours are reserved for personal study or other individual training activities.

PROJECTS			CP
Project 1 in Eco-Social Design			12
Design Research related to project 1 and 2			6
Project 2 in Eco-Social Design			12
Thesis Project Phase 1: Research through Design, Exploration and Experimentation* (modular)	**Design 3**	9	15 CP (1 exam)
	Design Research	6	

* This project can only be taken once the exams of project 1 and 2 have been passed.

COURSES
You must attend the courses below during the four semesters. You can choose the order in which you like to follow these courses.

COURSES IN THE AREA "MAKE & INTERVENE"	CP
Web- & Media Design	6
You choose 1 of the following courses (6 CP each) **Design & Production** **Social Interaction Design** **Design & Materials** **Information Design & Visual Storytelling**	6

COURSES IN THE AREA "OBSERVE, ANALYSE AND APPLY"	CP
Political Ecology	6
Ecosocial Economics	6
You choose 2 of the following courses (6 CP each) **Media Studies** **Social Studies of Design** **Moderation & Participation** **Cultural Anthropology**	12

LANGUAGE COURSES	CP
English 1	3

FREE CHOICE COURSES You have to choose free choice courses, for a total amount of 12 credit points, among those offered by the Faculty and/or other Faculties of unibz (as long as they are consistent with your study plan). The Faculty decides annually which courses are offered as free choice.	12

SEMINARS During the 4 semesters, you must attend 3 seminars, which provide useful knowledge for the introduction in to the job world, among the offered ones, for a total of 6 credits. Attendance of the seminars is compulsory and requires a pass/fail test.	6

DEGREE THESIS In the fourth semester, you develop a final project as your master's degree. You can choose your project. Your work is overseen by a thesis supervisor and a co-supervisor. You present and discuss it before a board.	18

TECHNICAL WORKSHOP COURSES

In order to gain access to the various workshops, you have to follow the respective introductory courses. Additionally, you must follow a specialization course in at least three of the following workshops:

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
Assembly space (Bankraum)	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

The Faculty also has the following workshops, for which no specialisation courses are offered:

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

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 QUALIFICATIONS

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

a) Italian undergraduate degree (*) in one of the following classes or in an equivalent study qualification earned abroad:
1. Ex M.D. 270/04: Bachelor degree in the classes:
    L-4 Disegno industriale
    L-17 Scienze dell'Architettura
    L-21 Scienze della pianificazione territoriale, urbanistica, paesaggistica e ambientale

2. Ex M.D. 509/99: Bachelor degree in the classes:
    42 Disegno industriale
    04 Scienze dell'architettura e dell'ingegneria edile
    07 Urbanistica e scienza della pianificazione territoriale, urbanistica, paesaggistica e ambientale

(*) In every case, Italian citizens with a foreign university degree must have a high school diploma.

or
b) Diploma Accademico di primo livello:
- of the "Accademie di Belle Arti" (DA1)
    DAPL03 Scuola di decorazione
    DAPL04 Scuola di grafica
    DAPL05 Scuola di scenografia
    DAPL06 Scuola di progettazione artistica per l'impresa
    DAPL08 Scuola di nuove tecnologie dell'arte
- of the "Istituti Superiori per le Industrie Artistiche"
    DIPL01 Scuola di progettazione grafica ed editoriale
    DIPL02 Scuola di Design

or:
c) If you have another Italian degree, you need 10 credit points in the following scientific disciplinary sectors or in equivalent subjects – listed above under a) and b) - of the "Accademia di Belle Arti" („Diploma Accademico di primo livello DA1") or of the "Istituti Superiori per le Industrie Artistiche":
    - ICAR/13 Industrial Design
    - ICAR/14 Architectural and Urban Composition
    - ICAR/15 Landscape Design
    - ICAR/16 Interior and Decorative Architecture
    - ICAR/17 Representation of Architecture
    - ICAR/21 Urban design and landscape
    - L-ART/06 Cinema, photography and television
    - ING-INF/05 Information processing systems
    - INF-01 Informatics

or
d) Bachelor degree, University diploma or equivalent degree of another class or study qualifications earned abroad can be valued as adequate if, during your study career and before the beginning of the admission procedure, you have gained 10 credit points in the following fields: Design, Architecture and Spatial Planning, Landscape architecture, Interior Design, Cinema, Photography or Informatics.
A commission checks the validity and equivalence of the credit points.

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 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.

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; further information is available from the Student secretariat).

LANGUAGE REQUIREMENTS FOR ADMISSION

If the Ministry rejects the proposal to amend the study programme regulation, you must send to languagecentre@unibz.it one of the language certificates for level C1 in Italian or German recognised by the unibz Language Centre before midday 09.10.2019.

The official teaching language is **English**, and the following language requirements apply:

LANGUAGE	MINIMUM ENTRY LEVEL	MINIMUM EXIT LEVEL
English	B2	C1

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. In order to graduate you must reach the above mentioned exit levels.

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 - 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 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)

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.

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 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 <u>not</u> sufficient. If the permit deadline has expired, you must attach a renewal request. <u>NB</u>: 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	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.
<u>Please note</u>: 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.

ADMISSION PROCEDURE

In addition to language certification and admission requirements, you must go through a two-step selection procedure in order to access the programme.

Stage 1: Evaluation of the documents presented. The first step is an evaluation of the documents – by the Selection Committee - presented with the application.
Selection criteria of stage 1:
Portfolio: max 20 points
outline of a project proposal: max 10 points
In order to be eligible for the second stage, you must have obtained at least 10 points.

The following documents need to be uploaded in the application portal:
a) academic qualification:
  - if graduated in Italy: diploma supplement or substitute-declaration (following the Italian D.P.R. no. 445/2000) of the degree awarded, final mark, exams passed with corresponding marks, the dates in which the exams were passed, the credit points, the subject areas, and the teaching hours;
  - if graduated abroad: diploma supplement or final degree certificate issued by the foreign university (to be translated into English if in a language other than Italian, German or English) detailing the final mark, exams passed as well as corresponding marks, the dates in which the exams were passed, the credit points, and the teaching hours. A description of the contents of single courses is recommended; it is advisable to attach a declaration of value or similar document by the university with the indication of the lowest mark needed in order to achieve the degree as well as the highest mark obtainable;
  - if not graduated yet: please upload the list of your passed exams (see the section entitled "Confirmation of Study Place and Enrolment").
b) curriculum vitae (pdf);
c) outline of a project proposal (pdf), on which you would want to work for a semester. In max. two A4 pages, the main points must be explained concisely, clearly and appealingly. You can freely choose the style and the way of presenting this outline (text, images, graphics, etc). The outline has to be written in English;
d) portfolio in PDF format or conversion of a web-based portfolio (e.g. Behance) in PDF format indicating the URL.

Based on the documents received, the commission will decide, after judging the attitude and experience, which applicants will be admitted to the second stage of the selection process.

Stage 2: Interview
Max 20 points
The second stage consists of an interview designed to allow everyone to get to know each other and to assess the ability, the experience gained in the field of the study course, the interdisciplinary knowledge, the creativity of the applicant as well as the ability to work in a team.
The interviews will take place mid May 2019 and during the fourth week of July 2019. If you are unable to come to Bozen - Bolzano, the interview can be done via Skype or other video-conferencing software.
Candidates must achieve a minimum score of 20/50 total points to be eligible for the enrolment.

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:
For the first application session, likely by 17 May 2019.
For the second application session, likely 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 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.

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, in the event of non-EU applicants resident abroad, you do not receive the necessary documents from the Italian authorities in your country.

Admission with reservation:
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.

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	30 July	**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 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 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 admission procedure: 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)
Interview	mid May 2019
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. - 11.07.2019
Language tests	02.-04.07.2019 (enrolment by: 24.06.2019)
Interview	the fourth week of July 2019
Publication of ranking lists	by 30.07.2019
Payment of the 1st instalment of the fees	by 08.08.2019
Enrolment	30.07. - 11.10.2019

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

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 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 – 5th 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 – 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