**Freie Universität Bozen**
**Libera Università di Bolzano**
**Università Liedia de Bulsan**

Study Manifesto

# BACHELOR IN INFORMATICS AND MANAGEMENT OF DIGITAL BUSINESS

—

2019/20 academic year

## Course outline

| | |
|---|---|
| Faculty | Computer Science (campus Bozen-Bolzano) |
| Degree class | L-31 |
| 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 | 35 EU + 5 Non EU |
| Admission procedure | High School grades |
| Deadline for application | 1st Session: 26 April 2019 noon<br>2nd Session: 31 July 2019 noon<br>late session, exclusively for the assignment of still available places: 14 October 2019 noon |
| Deadline for enrolment | 1st Session: 26 July 2019 noon<br>2nd Session: 23 August 2019 noon<br>late session, exclusively for the assignment of still available places: 31 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 accreditation of the Ministry |

Subject to change

# BACHELOR IN INFORMATICS AND MANAGEMENT OF DIGITAL BUSINESS

**Bachelor class: L-31**

The only one of its kind in Italy, this trilingual Bachelor is offered jointly by the Faculties of Computer Science and of Economics and Management. Its strengths? The interdisciplinary combination of competences in business management and expertise in computer science.

This programme trains specialists able to operate both in the field of information and communication technologies (ICT) and in sectors more relevant to business management.
You master the tools needed to understand and deal with problems related to computer science and to carry out business activities successfully. You further specialize in digital business by choosing 18 credits in either "Digital Finance and Financial Markets" or "Digital Marketing and Advertising": both focuses reflect interdisciplinary areas of increasing importance that ensure the future viability of this degree.

The first part of the programme teaches you the formal basics in mathematics and statistics and then goes on to tackle both fundamental courses in computer science, such as programming, modelling and databases, algorithms & data structures, system security and networks, and introductory courses in business administration and economics.
The second part of the programme covers topics that are required in order to intersect Computer Science and Economics, such as Enterprise Modelling, ERP Systems, Engineering and Management of Software Systems, Data Mining and Decision Support Systems as well as specialization courses in either Digital Finance and Financial Markets or Digital Marketing and Advertising.

## Career opportunities
After graduation you not only work in traditional software companies, but also in IT departments or in IT functions of many other sectors where meanwhile IT plays a central role, such as public administration, IT consulting firms, manufacturing, banks and financial service providers, right up to the countless new service providers on the Internet.
The spectrum of employment opportunities is very broad and ranges from the management and development of operational software solutions and the administration of complex IT infrastructures to IT sales and business managers as well as IT consultants.

## Languages used in teaching
The main teaching language is English. Some courses are held in Italian and in German. The exam is held in the official language of the course.

## 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 | 25 | 5 |
| 2nd session | 10 | 0 |
| **Total** | **35** | **5** |

# CURRICULUM

| Year 1 | | |
|---|---|---|
| **Courses** | **Language** | **CP** |
| **Year courses** | | |
| Mathematics for Business Informatics | En | 12 |
| Module 1: Introduction to Linear Algebra and Discrete Mathematics | | |
| Module 2: Introduction to Analysis and Optimization Techniques | | |
| **Semester 1** | | |
| Introduction to Programming | En | 9 |
| Accounting for decision making | En | 6 |
| Economics of Digital Markets | En | 9 |
| **Semester 2** | | |
| Modeling and Databases | En | 12 |
| Module 1: Data and Process Modeling for Business Informatics | | |
| Module 2: Introduction to Databases for Business Informatics | | |
| Application Engineering for Business Informatics | En | 6 |

| Web and Internet Engineering | En | 6 |
|---|---|---|
| **Year 2** | | |
| **Courses** | **Language** | **CP** |
| **Year courses** | | |
| Introduction to Digital Business, Strategy and Management<br>     Module 1: Strategic Management and Digital Business<br>     Module 2: Change Management | En | 10 |
| Specialization in Digital Finance and Financial Markets OR<br>Specialization in Digital Market and Advertising | It/De | 12 |
| **Semester 3** | | |
| Data Structures and Algorithms | En | 6 |
| Probability Theory and Statistics | En | 6 |
| Management of System Security and Networks | En | 6 |
| English for Informatics and Digital Business | En | 3 |
| **Semester 4** | | |
| IT Management and ERP Systems<br>     Module 1: IT Management and Enterprise Modeling<br>     Module 2: ERP Systems and IT Service Management | En | 12 |
| Engineering of Mobile Systems | En | 6 |
| **Year 3** | | |
| **Courses** | **Language** | **CP** |
| **Year courses** | | |
| Data Mining and Decision Making<br>     Module 1: Introduction to Data Mining<br>     Module 2: Data-driven Decision Making | En | 12 |
| Free Choice | It/De/En | 12 |
| **Semester 5** | | |
| Legal aspects of IT | It/De | 3 |
| Italian/German for Informatics and Digital Business | It/De | 3 |
| Seminar in Business Informatics and Information Systems | It/De | 6 |
| Specialization in Digital Finance and Financial Markets OR<br>Specialization in Digital Market and Advertising | It/De | 6 |
| **Semester 6** | | |
| Software Project Management | It/De | 6 |
| Internship / Project | It/De/En | 6 |
| Thesis | It/De/En | 5 |

| **Specialization in Digital Finance and Financial Markets** | | |
|---|---|---|
| **Courses** | **Language** | **CP** |
| **Year 2** | | |
| Digital Finance and Financial Markets<br>     Module 1: Principles of Finance for CS<br>     Module 2: Financial Markets | It/De | 12 |
| **Year 3** | | |
| Financial Trading and Algorithms<br>   OR<br>Advanced Economics for Digital Business | It/De | 6 |

| **Specialization in Digital Marketing and Advertising** | | |
|---|---|---|
| **Courses** | **Language** | **CP** |
| **Year 2** | | |
| Digital Marketing and Advertising<br>     Module 1: Introduction to Digital Marketing and Advertising<br>     Module 2: Analytics of Consumer Behavior | It/De | 12 |
| **Year 3** | | |
| Market Research and B2B Digital Marketing<br>     OR<br>Advanced Economics for Digital Business | It/De | 6 |

**Teaching and learning activities**

Various kinds of teaching and learning activities confer, in different ways, practical and theoretical knowledge:

- *Courses*: the lecturer teaches the subject matter of the course syllabus in regular meetings with the students.
- *Exercise*: practical work in small groups associated to the courses; during the exercise, the students, under supervision of a lab assistant, apply the acquired knowledge to solve practical problems.
- *Internship*: practical work in a company or in a public institution with the aim to obtain working experience and to facilitate career choices.
- *Project*: activity where students are involved in a research project at the Faculty under supervision of a professor.

**Internship or Project**

There is a compulsory internship/project, which cannot start before the semester in which it is planned.


# 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).


# REQUIREMENTS

In addition to the required titles, you must possess:
- adequate general competence and disciplinary competence in the mathematical area;
- adequate knowledge of at least two of the teaching languages used in the degree course.


# DISCIPLINARY COMPETENCE AND ADDITIONAL LEARNING OBLIGATIONS

The assessment of disciplinary competence in the mathematical area consists in the evaluation of a dossier, which you must submit together with the application. The dossier is composed of the marks of the third and penultimate year of secondary school and the other documents required annually by the commission, and is completed in one of the languages of instruction of the course of study.

Possible additional learning obligations ("obblighi formativi aggiuntivi" - OFA) in the mathematics area are assigned as part of the admission procedure, see p. 8, section "Selection procedure".

If you are assigned these obligations, you must attend a catch-up course in mathematics offered by the Faculty before the start of the "Mathematics for Business Informatics" course, and pass the relevant test.

If you do not pass the test, you will have to follow an individual study programme defined together with your tutor to fill in the gaps and you will still have to complete the OFA by passing the test or alternatively the "Mathematics for Business Informatics" exam within the first year of study. If you do not complete the OFA within the first year, you can enrol in the second year of study, but you will not be able to take exams of the second and third years of study.

# 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 - 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 UNIBZ LANGUAGE CENTRE**
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), you may enrol in the 2nd study year, but you are not allowed to take degree course exams of the 2nd and 3rd year, nor to participate in exchange programs, do Internships and be the beneficiary of scholarships of Unibz.

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" 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 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) |
|-----------|-------|-------------------------|
| 1st session | 1 March 2019 | 26 April 2019, 12:00 noon |
| 2nd session | 20 May 2019 | 31 July 2019, 12:00 noon |

If at the end of the 2nd session there are still study places available, a **late session** will be opened (from 7 to 14 October 2019, 12 noon), in which only people who already have the required language requirements can apply. Candidates admitted to the ranking must pay the first instalment of the fees and enrol online by 31.10.2019, 12 noon. The procedures described in the chapter "Confirmation of the study place and enrolment" apply.


### 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 addition to language certification and admission requirements, you must go through a selection procedure in order to be admitted to the course.

Admission criteria:
a) The commission gives up to 5 points for the valuation of the average of all marks; up to 5 points for the evaluation of average of mathematics; up to 1 point overall for proven extra-curricular experiences in economic/IT areas. In the case of equal points the preference will be given to the younger student.
b) Level B2 in at least two of the three teaching languages (English, Italian, German).

NB: Students who obtain 3 points or less for the evaluation of the average of mathematics are assigned the additional learning obligations ("obblighi formativi aggiuntivi" - OFA) described on page 4 in the section "Disciplinary competence and additional learning obligations".

**In the application portal, you shall:**

➢ insert, using self-declaration, your marks for the subjects of your third-last and penultimate school year.
   In the event of self-declared years were concluded abroad*, a copy of the relevant school report cards must be uploaded in the portal;

➢ upload the provided form for self-declaration up to a maximum of 2 certified extracurricular experiences in economic/IT field, , if you have some (e.g. participation in robotics competitions, mathematics Olympiads, computer competitions, online courses with certificate). For each experience, a contact person must be indicated for verification.

➢ upload the official translation of your school report cards into Italian, German or English if needed;

➢ upload optionally language certificates as described in point b) under the analogous menu point.

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

(*) If you have attended a school whose system differs substantially from the Italian system and you do not have the reports with the final marks of the third-last and/or penultimate year of study of your secondary school, the Selection Committee reserves the right to evaluate the possible final reports of the secondary school that refer to years different from the penultimate or third-last.

### ADMISSION RANKING LISTS

The Selection Committee will only evaluate the documentation uploaded in the portal by the application deadline and 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 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.
For the late session, exclusively for the assignment of still available places, likely by 24 October 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 | **23 August 2019**, 12:00 noon |
| Deadline for applicants of late session | 31 October 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 | 9 August | **23 August 2019,** 12:00 noon |
| for applicants of late session | 24 October | 31 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 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): |
|---|
| • 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. <br><br> 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. <br><br> 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) |
| 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. - 26.07.2019 |

**2nd session**

| | |
|---|---|
| Application | 20.05. - 31.07.2019 |
| Language tests | 02.-04.07.2019 (enrolment by: 24.06.2019)<br>30.-31.07.2019 (enrolment by: 24.06.2019) |
| 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. - 23.08.2019 |

**Late Session:**
**Offered only if at the end of the 2nd session there are still study places available.**
**You can only apply if you already meet the language requirements.**

| | |
|---|---|
| Application | 07. - 14.10.2019 |
| Selection procedure and publication of ranking lists | by 24.10.2019 |
| Payment of the 1st instalment of the fees | by 31.10.2019 |
| Enrolment | by 31.10.2019 |

| 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)<br>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)<br>24.08. - 26.09.2020 (years after the first study year) |

# FOR FURTHER INFORMATION

| WHO? | WHAT? | WHERE? | WHEN? |
|---|---|---|---|
| **Advisory Service**<br>Tel. +39 0471 012 100<br>study@unibz.it | General information and course guidance, foreign students and students with disability or learning difficulties, accommodation | Bozen-Bolzano:<br>Universitätsplatz/Piazza Università 1<br>Building A – 1st floor<br>Office A1.01 Infopoint | Tue + Thu<br>14:00 - 16:00<br><br>Wed + Fri<br>10:00 - 12:30 |
| **Student Secretariat**<br>Tel. +39 0471 012 200<br>studsec@unibz.it | Online application, enrolment, tuition fees | Bozen-Bolzano<br>Universitätsplatz/Piazza Università 1<br>Building B – 1st floor<br>Office B1.10 | Mon + Wed + Fri<br>10:00 - 12:00<br><br>Tue + Thu<br>14:00 - 16:00 |
| **Faculty of Computer Science**<br>Tel. +39 0471 016 004<br>/016 005 / 016 010<br>cs-teaching-organisation@unibz.it | Admission procedure, ranking lists, didactics | Bozen-Bolzano<br>Dominikanerplatz/Piazza Domenicani 3<br>1st floor<br>Office 1.03<br>Left wing | Mon + Wed<br>10:00 - 12:00<br><br>Tue + Thu<br>14:00 - 16:00 |
| **Language Centre**<br>Tel. +39 0471 012 400<br>language.centre@unibz.it | Online upload of language certificates, enrolment to language assessment tests, language courses | Bozen-Bolzano:<br>Universitätsplatz/Piazza Università 1<br>Building A – 1st floor<br>Office A1.01 Infopoint | Tue + Thu<br>14:00 - 16:00<br><br>Wed + Fri<br>10:00 - 12:30 |
| **Amt für Hochschulförderung / Ufficio per il Diritto allo Studio universitario**<br>Office for School and University Assistance<br>Tel. +39 0471 412 941/ 412 927<br>hochschulfoerderung@provinz.bz.it | Grants, accommodation in student halls | Bozen-Bolzano<br>Andreas-Hofer-Straße/Via Andreas Hofer 18<br>2nd floor<br>Office 213, 216 (Grants)<br>Office 214 (Student halls) | Mon + Tue + Wed + Fri<br>09:00 - 12:00<br><br>Thu<br>08:30 - 13:00 / 14:00 - 17:30 |
| **South Tyrolean student association (sh.asus)**<br>Tel. +39 0471 974 614<br>bz@asus.sh | General information, support in filling out the application forms for grants | Bozen-Bolzano<br>Kapuzinergasse/Via dei Cappuccini 2<br>Ground floor | Mon - Thu<br>09:00 - 12:30 / 14:00 - 17:00<br><br>Fri<br>09:00 - 12:30 |