Freie Universität Bozen
Libera Università di Bolzano
Università Liedia de Bulsan

Study Manifesto

MASTER IN ENTREPRENEURSHIP AND INNOVATION

2019/20 academic year

Course outline

Faculty	Economics and Management (campus Bozen-Bolzano)
Degree class	LM-77
Length	2 years
Credit points	120 (based on the European Credit Transfer System)
Languages used in teaching	German, Italian, English
Admission title	See "Admission requirements"
Language requirements	Level C1 in one of the languages used in teaching, level B2 in a second language used in teaching
Study places	50 EU + 5 Non EU
Admission procedure	Evaluation University degree and idea for a Start-up project
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 change

MASTER IN ENTREPRENEURSHIP AND INNOVATION

Master class: LM-77

This two-year programme provides you with a solid theoretical understanding of entrepreneurial and economic subjects, focusing on two aspects: how to set up new companies and how to develop innovation within a company. Areas that characterize the study of entrepreneurship include setting up a business plan, analysing the human, economic and financial resources necessary to set up a business and understanding how to recognize market opportunities. Innovation is understood broadly as the creation and application of new skills applied to product development, managerial processes and competitive strategies.

Career opportunities
After graduation you will find an occupation in knowledge-intensive industries, as well as in traditional sectors which are experiencing a transformation process due to innovation. An entrepreneurial approach is being applied in medium and large public and private companies and in the service sector as a way to manage and allocate resources. You may also apply for positions as project manager in the development of new products and in the management of innovation. You are also well-equipped for further study: second-level Italian master courses or PhD programmes are just some of the options.

Languages of instructions
The languages of instructions are German, Italian and English. Each course is taught in just one of the three official languages although the lecturer reserves the right to use the other two languages for specific parts of the course. However, the exam must be sat in the official language of the course.

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

	EU citizens (and citizens given parity of treatment)	non-EU citizens (living abroad)
1st session	40	5
2nd session	10	0
Total	**50**	**5**

STUDY PLAN

PLEASE NOTE: The study plan may be subject to some changes, as a modification of the Master's study regulations is under way.

The workload for each credit point (CFU) corresponds to 25 hours of work, of which between 13 and 19 hours are reserved for personal study or other individual training activities.

The language of instruction for each subject (Italian/German/English) will be announced at the beginning of the academic year.
You must demonstrate proficiency in the official teaching language of the course at least at the B1 level of the Common European Framework of Reference for Languages in order to sit the relevant exam.

The timetable detailing lecture halls and lecture times can be found on the website
https://www.unibz.it/en/timetable/.

STUDY PLAN (subject to amendment of the Study Regulations and approval by the Academic Senate).

			CPS
1st year			
27233 Growth Mindset (modular) **	M-1 Design Thinking and Prototyping	6	12
	M-2 Algorithmic thinking Coding	6	
27234 Economics for Management (modular)	M-1 Business Economics	6	12
	M-2 Innovation economics	6	
27235 Foundations of Entrepreneurship			9
27174 Statistical Methods for Business Analysis			6
27236 Service Design (6 CPS)	The student has to acquire 6 CPS choosing one of these courses.		6
27196 Family Business Management (6 CPS)			
27237 Change Management (6 CPS)			
27178 Marketing B2B and Sales Management (6 CPS)			
27180 Entrepreneurial Finance and Venture Capital (9 CPS)	The student has to acquire 9 CPS choosing one of these courses.		9
27238 Innovation Management (9 CPS)			
Free choice course, provided that it is related to the study plan.			6
2nd year			
Entrepreneurial Marketing			6
Startups Law and Industrial Law			8
Free choice course, provided that it is related to the study plan.			6
Social Entrepreneurship (6 CPS)	The student has to acquire 12 CPS choosing two of these courses.		12
Market Research (6 CPS)			
Advanced Strategic Management (6 CPS)			
Projekt Management (6 CPS)			
Process and Technology Management (6 CPS)			
Management e Design (6CFU)			
Entrepreneurship Lab – for start-ups (7 CPS)	The student has to acquire 7 CPS choosing one of these courses.		7
Entrepreneurship Lab – for Innovation projects (7 CPS)			
Internship			6
Thesis			15
Sum			**120**

** Courses with mandatory attendance (minimum 75% of the lectures)

Although no prerequisites are formally required, professors reserve their right to suggest the courses to be attended before their own lectures.

ADMISSION REQUIREMENTS

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

a) University degree *(*)* in one of the following degree classes or another equivalent qualification gained in a foreign country:
1. ex M.D. 270/04: Bachelor in the degree classes
    L-18 Economics and Business Administration,
    L-33 Economics,
2. ex M.D. 509/99: Bachelor in the degree classes
    n° 17 Economics and Business Administration,
    n° 28 Economic Sciences,
3. Final degree or university certificate from a School of Economics following the study conditions valid before the M.D. 509/99.

(*) Italian citizen who have obtained their degree abroad must also have a secondary school leaving qualification.

Or

b) University degree in a different degree class to the ones listed above or possession of another equivalent qualification gained in a foreign country as well as the possession of the following study credits in your personal study curriculum:
   - at least 12 credit points in the subject area business administration and/or economics and/or law and/or statistics-mathematics and/or technological and engineering

The subjects contained in the subject areas mentioned above which will be considered as entry requirements for the Master are the following:

Business Administration subject area
(AGR/01)   Economic and Rural Valuation
(SECS-P/07) Accounting
(SECS-P/08) Strategic Management
(SECS-P/09) Corporate Finance
(SECS-P/10) Business Organization
(SECS-P/11) Economics and Management of Financial intermediaries
(ING-IND/35) Management Science

Economics subject area
(AGR/01)   Economic and Rural Valuation
(SECS-P/01) Economics
(SECS-P/02) Economic Policy
(SECS-P/03) Finance
(SECS-P/04) History of Economic Thought
(SECS-P/05) Econometrics
(SECS-P/06) Applied Economics
(SECS-P/12) Economic History

Law subject area
(IUS/01)   Private Law
(IUS/02)   Comparative Private Law
(IUS/03)   Agricultural law
(IUS/04)   Commercial and Corporate Law
(IUS/05)   Economic Law
(IUS/07)   Labour Law
(IUS/08)   Constitutional Law
(IUS/09)   Public Law
(IUS/10)   Administrative Law
(IUS/12)   Taxation Law
(IUS/14)   EU Law
(IUS/21)   Comparative Public Law

Mathematics and Statistics subject area
(SECS-S/01) Statistics
(SECS-S/02) Statistics for Experimental and Technological Research
(SECS-S/03) Economic Statistics
(SECS-S/05) Social Statistics
(SECS-S/06) Mathematics for Economics
(MAT/01)   Mathematical Logics
(MAT/02)   Algebra
(MAT/03)   Geometrics
(MAT/05)   Mathematical Analysis
(MAT/06)   Probability Theory and Statistics
(MAT/09)   Process Research
(INF/01)   Computer Science

Technological and engineering subject area
(ICAR/13)   Industrial design
(ICAR/17)   Drawing
(ING-IND/13) Machine elements
(ING-IND/14) Mechanical planning and machine construction
(ING-IND/15) Drawing and methods of industrial engineering
(ING-IND/16) Technology and processing systems
(ING-IND/17) Industrial-mechanical systems
(ING-IND/22) Science and technology of materials
(ING-IND/35) Management Science
(ING-INF/05) Development systems of information
(INF/01)   Computer Science

If you do not have one of these qualifications, you can apply if you have at least 140 credit points (ECTS) from the undergraduate degree (Bachelor) you are studying for. If you are going to achieve qualification according to letter b), you have to fulfil additionally the requirements according to letter b).

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; get more information from the Student Secretariat).

LANGUAGE REQUIREMENTS FOR ADMISSION

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

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

Your first language is the language in which you have the highest level of proficiency (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. In order to be admitted, no specific competences in the third language are required. A B1 level in the third language is required to sit exams in that language. 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

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 (FIRST AND SECOND LANGUAGE)

You can demonstrate language proficiency in the following ways:
a) you declare, in the application portal, that Italian, German or English 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 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 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.

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 B1 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 B1, 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 B1 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 B1 level in the third language by the end of the first year of study (without which you may not take exams in that language):

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	B1.2a+B1.2b	360
Learning path 2	A1	A2.1+A2.2	B1.1a+ B1.1b	B1.2a+B1.2b		280
Learning path 3	A2	B1.1a+ B1.1b	B1.2a+B1.2b			160

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

ONLINE APPLICATION

Your application is submitted online through the Application Portal available at www.unibz.it.
You need to create an account, fill in the form online and upload the documents required as an electronic file for every selected degree course. Through the Application Portal you can also upload your language certificates or register for the language exams.
Please note: Mendacious declarations will be penalised by criminal penalties and will result in the automatic exclusion from the ranking list.

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

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

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

If you have gained your qualification abroad, you must also upload:
- the diploma of your qualification: if you are not yet in possession of the diploma, you can upload it upon enrolment at the very latest - until you have not uploaded your diploma, you can only gain conditional admission;
- an official translation of the qualification into Italian (not necessary for qualifications in German or English);
- the 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	11 July 2019, 12:00 noon

NON-EU-CITIZENS (RESIDENT OUTSIDE OF ITALY)

Only one application session is offered. After the deadline it is not possible to apply anymore.
Please note: You can apply for one study programme only!
In the event of a second application, only the first one will be considered.

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

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

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

SELECTION PROCEDURE

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

The following criteria are applied to obtain the final score:
a) Grade point average (max. 70 points)
  completed education: Final mark
  non-completed education: The grade point average of the passed university exams
  In the case of a Bachelor concluded with the highest mark and the mention **"summa cum laude", 2 additional points** will be awarded.

b) Start-up project (max. 30 points)
  The start-up project will be assessed based on the following criteria:
  - consistency of the idea: coherency of the topic and it's development
  - impact of the idea (e.g. social impact, job creation)
  - originality of the idea

c) Minimum of points to reach to be admitted to the ranking (min. 70 points)
  Minimum of points to reach to be admitted to the ranking is 70. This minimum of points have to be reached by adding the points of criteria a) and b).

Only applications containing ALL requested documents will be evaluated. If one of the documents requested for criteria a) and b) is missing, the candidate will not be considered for the ranking.

In the event of equal scores, the applicant who has the highest final mark for his/her degree (if already awarded) will have priority. If the applicant has not yet been awarded his/her degree, the highest grade point average of the passed exams will be taken into consideration. If scores are still equal, the youngest applicant will have priority.

Applicants who still need to graduate and/or certify the remaining exams they have to sit, are provisionally admitted in the ranking list.

In the application portal, you must upload:
➢ the *previous degree*:
prospective students who have already obtained the required degree must upload in the application portal:
- 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;

prospective students who have not yet obtained the required degree must attest that they have acquired at least 140 credit points (ECTS), as established in the didactic regulation of their programme of origin, by uploading in the application portal:
- for Italian universities: substitute-declaration (following the Italian D.P.R. no. 445/2000) of the exams passed as well as the corresponding marks, the dates in which the exams were passed, the credit points, the subject areas, and the teaching hours;
- for foreign universities: a certificate (to be translated into English if in a language other than Italian, German or English) issued by the foreign university and containing the list of exams sat as well as the corresponding marks, the dates in which the exams were passed, the credit points, and the teaching hours. A document issued by the university containing the assessment scale used as well as a description of the contents of single courses is recommended.

Furthermore prospective students must download the form available at the following link: https://www.unibz.it/assets/Documents/Applicants/unibz-econ-tab-exams-masters.xls. This should be filled in and uploaded in the portal as an *Excel file*.

➢ **Start-up project**
For the presentation of the **start-up-Project** for a new and innovative Enterprise (start-up) the use of the NABC model (developed by the Stanford University Research Institute) is recommended. Further useful documents: https://www.unibz.it/assets/Documents/Applicants/unibz-econ-entrepreneurship-nabc.pdf *and* https://www.youtube.com/watch?v=iHiLAJGDGt4

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

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 living 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)
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. - 11.07.2019
Language tests	02. - 04.07.2019 (enrolment by: 24.06.2019)
Selection procedure and 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	
Preparatory Course "Mathematics for Economists" (facultative)	26.08. - 07.09.2019
Intensive language courses	09. - 27.09.2019
Infodays for Freshers	30.09. - 01.10.2019

1st semester	
Classes	30.09. - 21.12.19
Exams (extraordinary session)	12.-21.12.2019
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 (extraordinary session)	18. - 30.05.2020
Exams	15.06. - 11.07.2020

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

<u>Exams</u>
Ordinary session: mandatory for all Faculties.
Extraordinary session: can be offered by the Faculty arbitrarily, also exclusively for determinate degree courses or exams.

* 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, 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 Economics and Management Tel. +39 0471 013 000 schoolofeconomics@unibz.it	Admission procedure, ranking lists, didactics	Bozen-Bolzano Universitätsplatz/Piazza Università 1 Building E – 4th floor Infopoint	Mon 14:00 - 16:00 Tue 10:00 - 12:00 Thu 10:00 - 12:00 / 14:00 - 16:00 Fri 10:00 - 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