Bachelor in
Social Work
2021/22

At a glance
Bachelor class: L-39
ECTS credits: 180
Duration of the course: 3 years
Courses will be taught in: Italian, German and English (trilingual)
Places available: 40 EU + 4 non-EU
Campus: Brixen-Bressanone
Tuition fees: € 748.50 per year
Course description

We offer a 3-year study programme that explores the main societal issues of our times: migration, poverty, mental health issues, addiction, disability. You will study these issues in depth and learn the most recent methodologies to tackle them.

You will acquire scientific knowledge and the skills required to fulfil the needs of citizens more effectively and to make a real contribution in addressing the most complex socio-political issues. Speaking German and English, besides Italian - the three languages in which the modules are taught - will enable you to be more sensitive towards cultural and linguistic difference.

Structure of the course

Fundamental subjects like Psychology, Sociology, Social Policy and Anthropology will help you understand individual and social behaviour in various contexts (social, cultural, economic and political). The methodologies of social work offer possible solutions when working with individuals, families and groups to help them solve the issues of exclusion, discrimination or conflict they are affected by.

The peculiarity of this degree course is an academic board made up of people who have developed experience on an international level.
# Study Plan - Bachelor in Social Work

## 1st year

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Quantitative Analysis of Social Phenomena and Population Dynamics</td>
</tr>
<tr>
<td>6</td>
<td>Introduction to Scientific Work and Qualitative Social Research</td>
</tr>
<tr>
<td>6</td>
<td>General Sociology</td>
</tr>
<tr>
<td>12</td>
<td>Introduction to Social Work and Social Policy</td>
</tr>
<tr>
<td>6</td>
<td>Social Work Theories, Principles and Ethics</td>
</tr>
<tr>
<td>6</td>
<td>Social Policy</td>
</tr>
<tr>
<td>6</td>
<td>Public Law and Fundamental Rights Protection</td>
</tr>
<tr>
<td>6</td>
<td>General Psychology</td>
</tr>
<tr>
<td>10</td>
<td>Social Work Methodology and Organization</td>
</tr>
<tr>
<td>5</td>
<td>Fields and Organization of Social Work Practice</td>
</tr>
<tr>
<td>5</td>
<td>Social Work Methods 1</td>
</tr>
<tr>
<td>4</td>
<td>Optional Subjects</td>
</tr>
<tr>
<td>4</td>
<td>Orientation Placement</td>
</tr>
</tbody>
</table>

## 2nd year

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Social Work Methods 2</td>
</tr>
<tr>
<td>10</td>
<td>Social Work in historical, inter- and transnational contexts</td>
</tr>
<tr>
<td>5</td>
<td>Inter- and transnational Social Work</td>
</tr>
<tr>
<td>5</td>
<td>History of Social Work</td>
</tr>
<tr>
<td>6</td>
<td>Body, Gender and Family in Transcultural Perspective</td>
</tr>
<tr>
<td>9</td>
<td>Developmental and Educational Psychology</td>
</tr>
<tr>
<td>6</td>
<td>Mental Health and Illness in the Life Cycle</td>
</tr>
<tr>
<td>6</td>
<td>Social Pedagogy throughout the Life Cycle</td>
</tr>
<tr>
<td>6</td>
<td>Juvenile and Family Law</td>
</tr>
<tr>
<td>11</td>
<td>Field Placement and Critical Reflection (lab.)</td>
</tr>
</tbody>
</table>

## 3rd year

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Local Welfare Development</td>
</tr>
<tr>
<td>6</td>
<td>Actors, Sectors and Spaces of Welfare</td>
</tr>
<tr>
<td>6</td>
<td>Planning and Evaluation of Social Services</td>
</tr>
<tr>
<td>5</td>
<td>Social Work Methods 3</td>
</tr>
<tr>
<td>6</td>
<td>Social Psychology</td>
</tr>
<tr>
<td>6</td>
<td>Penal and Penitentiary Law</td>
</tr>
<tr>
<td>6</td>
<td>Social Change, Diversity and Inclusion</td>
</tr>
</tbody>
</table>
Compulsory attendance rules are established as follows:

- Compulsory attendance for classes and seminars can be fulfilled, even partially and in accordance with the lecturer, with individual alternate activities. In this event, the individual study tutoring, nevertheless compulsory, will include some extra activities (web activities, extra study texts assignation, etc.) endorsed by the lecturer.
- Workshops’ attendance is compulsory. Justified absences must be compensated with extra or supplementary activities.
- The total number of hours allotted to internships must be fully completed.

**Exchange programmes and internships**

Currently we offer exchange programmes with partner universities all over the world and we are part of a large network of collaboration with employers in Italy and abroad where you can undertake your internship. You will need to undertake two compulsory internships lasting a minimum of 350 hours each.

**Career opportunities**

Our graduates work in organisations of social support for children, young people and families, for seniors, for people with disabilities or with substance dependency, for refugees and migrants as well as for people at risk of marginalisation. Important are also fields like women shelters, prevention of violence and dependency, rehabilitation and resocialisation, areas of social economy and social planning. More and more opportunities are opening up in the professional accompaniment of self-help initiatives, community projects and other voluntary initiatives.

Our graduates find work in public social and health services, in social cooperatives and other institutions of non-governmental social services, in associations promoting advocacy and in public administrations.

The degree counts as preparation for the state accreditation exam which in Italy is the precondition for professional registration.

Well prepared and ready for the job market. On the website of AlmaLaurea you can check statistical data about graduates’ satisfaction and their employability.
Bachelor in Social Work

2021/22 Application and Admission

You can find all you need to know in order to apply and gain admission to this study programme by browsing through the information below.

**Deadlines**

**Early Bird Application**
Application: 01/03 - 28/04/2021 (by noon local time)
Language exams: 18 - 19/03/2021 (registrations 1 - 11/03/2021) and 15 - 21/04/2021 (registrations 26/03 - 08/04/2021)
Admission exam: 11/05/2021
Admission procedure and publication of ranking lists: by 17/05/2021
Payment of the 1st instalment of the tuition fees: by 27/05/2021 (by noon local time)
Enrolment: 14/07 - 26/07/2021 (by noon local time)

**Late Application**
Application: 19/05 - 08/07/2021 (by noon local time)
Language exams: 28/06 - 03/07/2021 (registrations 19/05 - 20/06/2021)
Admission exam: 20/07/2021
Admission procedure and publication of ranking lists: by 28/07/2021
Payment of the 1st instalment of the tuition fees: by 05/08/2021 (by noon local time)
Enrolment: 29/07 - 05/08/2021 (by noon local time)

**Preparatory courses and Freshers Days**
Intensive language courses: 06 - 24/09/2021 (Monday to Friday, 8 h/day)
Freshers Days: 27 - 28/09/2021

**1st semester**
Classes: 27/09 - 23/12/2021
Exams (extraordinary session): 13 - 23/12/2021
Holidays: 24/12/2021 - 09/01/2022
Classes: 10/01 - 22/01/2022
Exams: 24/01 - 19/02/2022

**2nd semester**
Classes: 28/02 - 14/04/2022
Holidays: 15/04 - 18/04/2022
Classes: 19/04 - 11/06/2022
Exams [extraordinary session]: 16 - 28/05/2022
Exams: 13/06 - 09/07/2022

Autumn session
Exams: 22/08 - 24/09/2022

Available places
EU citizens and citizens given parity of treatment
Early Bird Application: 30
Late Application: 10
Non-EU citizens (living abroad)
Early Bird Application: 4

The programme will only be offered if a minimum of 15 newly enrolled students is reached.

Entry requirements
To gain admission to the programme you need one of the following qualifications:

- a secondary school leaving certificate (Italian system)
- equivalent qualification obtained abroad.

Foreign school leaving certificates are considered equivalent if obtained after 12 years of education. In this case, you furthermore must have attended at least the last two years in the foreign school system [e.g. Irish Leaving Certificate: it is not enough to attend one year and obtain the foreign certificate].

The Italian Ministry of Education, University and Research has set specific admission requirements for holders of certain certificates [e.g. American high school diplomas, British and Greek certificates]. For more information: apply@unibz.it (Advisory Service).

To be admitted, you must fulfil the language requirements indicated in the section “Language requirements”.

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

Language requirements
The official teaching languages are German, Italian and English. Therefore, the following language requirements apply, otherwise you will be excluded from the admission procedure:

Entry level [to gain admission]
1st language: B2
2nd language: B2
3rd language: no level required
After one year
3rd language: B1 (in order to sit exams)

Exit level (to graduate)
1st language: C1
2nd language: C1
3rd language: B2

The levels of the Common European Framework of Reference apply.

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).

You can demonstrate your language proficiency in the application portal (in the section “upload language certificates” and/or “enrol for language exams”) after you have created an application in the section “create/manage applications”. The certification is mandatory for the first and second language, for the third language it is recommended (from B1 onwards).

- In case your final certificate has been awarded by an Italian public institution, you need to submit a self-declaration.
- In case your final certificate has been awarded by a foreign public institution, you need to upload diploma scanned copy of the original.

You can demonstrate language proficiency through:

1. **the main teaching language in your final high school year** if German, Italian or English (recognised as C1) (Ladin upper secondary schools: recognised as B2 in German and Italian).
2. **a bachelor or master degree** in Italian, German or English (recognised as C1). unibz graduates must upload the language certificates obtained and/or declare that they have passed language exams at the unibz Language Centre (B2, B2+ or C1)
3. **a recognised language certificate** (see the list of recognised certificates: https://www.unibz.it/en/services/language-centre/study-in-three-languages/) If you cannot upload the certificates, you can send them by e-mail as PDF files or deliver them in person to the Language Centre by the application deadline (see “Deadlines” section).
4. **language exams organised by the unibz Language Centre**. You can register for these exams online through the application portal (in the section “enrol for language exams”) after you have filled out your application in the section “create/manage applications”. The registration periods are indicated in the “Deadlines” section. If you start your application outside a language exams registration period, you must return to the portal during one of the periods indicated above in order to register for an exam.

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/en/services/language-centre/language-exams/.

Secondary schools in a foreign country/Bi- or multilingual schools

If the foreign language proficiency levels (for German, Italian, or English) 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 will be accepted as a proof of proficiency for the second and/or third language.

Please upload your school-leaving certificate to the application portal in the section “upload language certificates” under the respective language. The Language Centre will decide on its recognition.

**Third language/Intensive language courses in September**

If you have already acquired a language certificate in the third teaching language, please upload it to the portal. If you are not able to certify your language competence in the third language and you are admitted to unibz, you will have to take a placement test. You will receive further information about the test by e-mail. Based on the result of the placement test, 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 you have 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.

The dates of the extensive courses are indicated in the “Deadlines” section. Beginner courses (A1) will be offered exclusively during the pre-semester intensive course session in September will no longer be offered during the academic year. Therefore, absolute beginners should start their learning path for the third language by attending the intensive courses in September.

There will be extensive courses (4 hours per week) during the semesters and intensive courses (8 hours per week) during the time between semesters.

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:

- B1 level by the end of the 1st year;
- B2 level by the end of the 2nd year.

You will not be able to take degree course exams after the first year of study until you have reached the B1 level in the third language.

**Online Application**

Your application must be submitted online through the Application Portal. The deadlines are indicated in the “Deadlines” section.

- You need to create an account;
- Then fill in the form online and check if the required information is complete;
- Upload the required attachments for every selected study programme in the portal and submit the application by the deadline. Once the application has been sent, it cannot be modified. Filled-in forms which have not been sent correctly will not be taken into consideration.

**Please note**: Mendacious declarations will be criminally prosecuted and will result in the automatic exclusion from the ranking list.
You have to upload:

- a passport-size colour photo;
- a photocopy of a valid identity card or passport (front/back). Please note: if your document is invalid, incomplete or unreadable, you will be excluded from the admission procedure;
- the attachments listed under “Admission procedure”.

If you 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;
- 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 foreign qualification, you must certify that your qualification would grant you admission to a similar study programme in the country where you gained this qualification. For this reason, you must:

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

EU-Citizens and equivalent

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.

Considered as equivalent are:

1. Citizens from Norway, Iceland, Liechtenstein, Switzerland, San Marino and the Vatican City State;
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" [residence permit] 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 has expired, you must attach a renewal request.

Please note that if you do not provide the permit, you will be automatically considered a non-EU citizen living abroad and therefore subject to the admission procedure through the Italian authorities in your country of origin.
Non-EU-Citizens (living outside of Italy)
Only one application period is offered. After the deadline it is not possible to apply anymore.
Application fee: € 30.

As a non-EU citizen living abroad:

- 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 met. At the Italian authorities, you can apply for one study programme only. Should you not follow this procedure with the local Italian authorities, your direct online application to unibz will be declared null and void.
- At the beginning of September, you must also sit a separate Italian language test before you can enrol.

Admission procedure

We would like to assure you that the admission exams will take place, but in telematic form. We will send you all the necessary information right after 9 July 2020 - the end of the registration period. However, already now we ask you to make sure that you have a computer and internet access for the days of the entrance exam. Your computer must have a camera and a microphone so that the exam commission can hear and see you.

As you know, in order to take part to the admission exam you must also meet the language requirements.

We are available to answer any questions you may have.

The admission procedure is based on the following criteria:

1. **cover letter** (maximum 1,000 words) regarding the motivation for choosing the study programme and admission interview to assess knowledge and understanding of current social issues and communication skills (max. 80 points in total).
   The interview will take place in Brixen-Bressanone (see Section “Deadlines”). Location and time will be published on the website of the study programme. You can choose whether to attend the admission colloquium in English, German or Italian.

   2. **Evaluation of the High School curriculum** (max. 10 points): this will be based on the marks in German, Italian, English and Mathematics of the penultimate year of secondary school;
   3. any **experience** you may have had working in the **field of social work** (max. 10 points).

In the event of equal scores, the younger applicant will have priority.

In the application portal, you shall:

- upload the cover letter;
- Insert, using self-declaration, your final grades for the subjects in German, Italian, English and Mathematics of your penultimate year of secondary school*. **Please note:** Mendacious declarations will be penalised by criminal penalties and will result in the automatic exclusion from the ranking list.

Final grades of the third last year and penultimate year of secondary school* must be self-
declared in the online application form. In the event that self-declared years were concluded abroad, a copy of the respective school report cards must be uploaded in the portal;

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

(*) If you omit to indicate the final grades of the penultimate year of secondary school, the Admission Committee assigns you a final grade equal to the passing grade of the school year you have not provided a certificate for.
If you have attended a school whose system differs substantially from the Italian system and you do not have the reports with the final grades of the third last and/or penultimate year of study of your secondary school, the Admission 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. If applicants are already in possession of a university degree, the Admission Committee will consider the average grades of the university exams.

Ranking lists
The Admission Committee will only evaluate the documents uploaded in the portal by the application deadline. The ranking lists with the admitted students will be published here and are only valid for the respective academic year.

Secure your admission and enrolment
If you have been admitted to more than one study programme, you can only secure your admission in one of them. Doing so you refrain from the admission to other study programmes.

1. Choose the study programme and pay the fees (to secure your admission) in the application portal.

The deadlines are indicated in the “Deadlines” section.

If you do not meet this deadline, you will automatically be excluded and the next applicant in the ranking list will be admitted.

For EU citizens and citizens given parity of treatment only: any remaining places of the early bird application, will be offered in the late application.

Please note that you do not gain full student status by only paying the tuition fees. This status will only be acquired upon enrolment. If you have secured your admission, there will be no refund of the tuition fees unless you do not pass your secondary school final exam or, in the event of non-EU applicants living abroad, you do not receive the documents necessary for enrolment from the Italian authorities in your country.

2. Enrol online in the application portal.

The deadlines are indicated in the “Deadlines” section.

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

If you do not meet the enrolment deadline, you will be excluded and the next applicant in the
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 it has 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 must submit the originals of the above-mentioned documents to the Student Secretariat.

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

If you are a non-EU citizen living abroad:

If you are eligible for admission (check the 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 bachelor programmes), any entrance tests you have to take, and to enrol for the study programme that you have applied for, after passing the admission procedure.

The Italian-language test, which all students applying for bachelor programmes must sit, usually takes place at the beginning of September in Bozen-Bolzano. Students might also sit the oral exam online.

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

Once you will obtain your residence permit (permesso di soggiorno), you have to hand it in at 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 provenance.

Tuition Fees

Fees amount to € 748.50.

- 1st instalment (€ 448.50)*: includes the provincial tax for the right to study of € 148.50 and a revenue stamp of € 16.
- 2nd instalment (€ 300): must be paid by 31 March 2022.

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

Exemption from the tuition 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 handed in at the beginning of the academic year.
- Foreign students who have been granted a scholarship from the Italian government.

Students who benefit from a scholarship granted by the Autonomous Province of Bozen-Bolzano are entitled to receive a refund of the tuition fees.

Recognition of credit points from previous studies

Credit points from previous university studies can only be recognised after enrolment if the exams taken at the university of provenance are equivalent in content to those offered at unibz. You can fill out the application after enrolment at your Faculty Secretariat.

The Faculty organises appointments for the preliminary evaluation (Italian and German) of previous university careers.

The Advisory Service provides support regarding your choice of study. In many cases a simple call or a short request is enough to get the relevant information (Tel. +39 0471 012100).
Advisory Service
Universitätsplatz 1 - piazza
Università, 1
Italy - 39100, Bozen-Bolzano
Tel +39 0471 012100
Fax +39 0471 012109
apply@unibz.it

Opening Hours
At present only via telephone
Monday through Thursday:
08:30-12:30 and 14:00-17:00
Friday: 08:30-12:30

Alternatively, you may book an online appointment

Subject to change.
Latest update: 11.02.2021