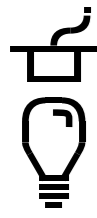


EXCHANGE STUDENTS' GUIDE

2018/2019



Freie Universität Bozen
Libera Università di Bolzano
Università Lìedia de Bulsan



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Welcome to the Free University of Bozen-Bolzano!

Thank you for choosing the Free University of Bozen–Bolzano for your study abroad experience. Together with your home institution we will endeavor to assist you in the whole exchange process and hope you will have a valuable and enjoyable experience at our university.

Please read this handbook carefully and if you still have any questions, please contact us:

International Relations Office

Universitätsplatz / piazza Università, 1
39100 Bozen-Bolzano
Phone: +39 0471 012500
Fax: +39 0471 012509
Email: international.relations@unibz.it
Let's meet on [Facebook!](#)

Opening hours:
InfoPoint in Bozen-Bolzano (room A1.01)
Monday 2 p.m. to 4 p.m.
Tuesday and Thursday 10 a.m. to 12.30 p.m.



Free University of Bozen-Bolzano
Campus Bozen-Bolzano



Free University of Bozen-Bolzano
Campus Brixen-Bressanone



Free University of Bozen-Bolzano
Campus Bruneck-Brunico

THE FREE UNIVERSITY OF BOZEN-BOLZANO

FACTS AND FIGURES

LANGUAGES? A BONUS!

Teaching and research at unibz are characterized by a unique trilingual approach, as the languages of tuition - and this also applies to conferences, meetings and all events in our University - are English, German and Italian. This makes the University an ideal place for our students to become highly effective communicators, trilinguals who are sought after by employers. Multilingualism and internationality are the main characteristics of the Free University of Bozen-Bolzano. The five faculties have a high number of lecturers and students from abroad (respectively 35% and 17%). Teaching and research at the University are based on high quality standards and the faculties are part of a growing international network. This young and dynamic university at the crossroads between the Italian and German cultures and economies offers excellent conditions for studying in a multilingual region with an optimal student-lecturer ratio, a particularly high standard of living and lots of opportunities for sport and recreation in the surrounding Dolomites.

Unibz has 3 main campuses and 5 Faculties:

Campus Bozen-Bolzano

Faculty of Economics and Management
Faculty of Design and Art
Faculty of Science and Technology
Faculty of Computer Science

Campus Brixen-Bressanone

Faculty of Education

Campus Bruneck-Brunico

Bachelor in Tourism, Sport and Event Management

UNIVERSITY RANKING 2017

unibz is first in Italy among small (less than 5000 students) non-public Universities, with a score of over 102 points. This is the result of the ranking list that is

published every year by the newspaper La Repubblica. In the second position, nine points behind, is the LIUC University of Castellanza, followed by Aosta, IULM, San Raffaele di Milano and others.

The ranking list considers five criteria: services to students, availability of scholarships and financial contributions, University facilities, web services and internationalisation. unibz classified as first in four of these criteria.

2,813 STUDENTS

535 PROFESSORS

248 TECHNICAL

AND ADMINISTRATIVE STAFF 10

BACHELOR DEGREES

10 MASTER DEGREES

5 PhDs

**68,4% GRADUATION WITHIN THE
PRESCRIBED COURSE DURATION**

81,2% GRADUATE PERCENTAGE

EMPLOYED AFTER ONE YEAR



UNIBZ NETWORK OF SCIENTIFIC PARTNERS

EURAC

The European Academy of Bozen-Bolzano is a centre of applied research founded in 1992. Currently, EURAC has 11 institutes divided into 4 main research areas: Autonomies, Mountains, Health and Technologies. Through an interdisciplinary approach, researchers at EURAC work on the protection of minorities and multilingualism, climate change, sustainable development plans via renewable energy and on biomedical studies.

"Monteverdi" Conservatory of Music

The "Claudio Monteverdi" music conservatory, the Higher Institute for Musical Education / Higher Institute for Musical Studies of the Province of Bolzano.

German Department of Education and Training

The "Innovation and consulting" field deals primarily with the pedagogic aspects of education and has the objective to both safeguard and develop the quality of education.

KlimaHaus CasaClima

The CasaClima Agency, born in 2002, is an independent public society which operates as a certification body for the energy efficiency of the construction sector. The agency is also renowned for its consultancy and guidance in the planning and management of projects.

Laimburg

Through meticulous research and scientific experimentation, Laimburg works in collaboration with the farming industry, continually seeking new solutions to our ever-changing agricultural problems.

Philosophical-theological Academy

The "Philosophisch-Theologische Hochschule Brixen" (Philosophical-theological Academy Brixen) is a school of higher education under the auspices of the Catholic church. The academy specializes in the study of Philosophy and Theology

TIS

The TIS innovation park sees itself both as a centre and a driving force for innovation, cooperation and transfer of technologies for all stakeholders in innovation, but above all, for individual companies.

Claudiana

The Claudiana Institute is a training centre for nursing and midwifery, rehabilitative, technical diagnostic, technical assistance and prevention medicine in the Province of Bolzano. Bachelor's degrees, master's programmes and further education in the health care professions are offered.

Fraunhofer Institute

Founded in 2009 as the first Italian affiliate of the Fraunhofer-Gesellschaft it is the largest European organization for applied research. As a non-profit research organization, Fraunhofer Italia works on the behalf of industrial and the economic interests as well as for the benefit of society. The main projects and research activities are focused on supporting small and medium-sized local companies through customized and practical research services. The interdisciplinary team is divided into "Automation and Mechatronics Engineering" and "Process Engineering in Construction". Both areas are complemented by the third transversal business area "Business Model Engineering".



GETTING HERE

PLANNING YOUR ARRIVAL

What to pack

In the Bozen-Bolzano area the climate is mountain, cold and snowy in Winter, and mild in Summer. Snow falls regularly in the province of South Tyrol, but good weather and sunshine prevails with low winter averages (between -7 and -3 °C). Larger amounts of snow fall in the mountain areas, ideal for skiing.

At the foot of the mountains (Bolzano), the climate is moderately continental, with cold winters, with an average in January around freezing, and hot summers about 35 degrees in the city are not too rare. Many outdoor pools and lakes as well as the proximity to the mountains provide for refreshing mountain air.

The academic calendar is available online: → you can find it [here](#)

1st semester lectures: 01.10.2018-21.12.2018 | 07.01.2019 – 19.01.2019

Seasonal holiday: 22.12.2018 – 06.01.2019

Exams: 21.01.2019 – 16.02.2019

2nd semester lectures: 25.02.2019 – 18.04.2019 / 23.04.2019 – 15.06.2019

Eastern holiday: 19.04.2019 – 22.04.2019

Exams: 17.06.2019 – 13.07.2019

TRAVEL INFORMATION

How to arrive to Bozen-Bolzano

By train

The train is the best means of transport to get to Bozen-Bolzano. The train station is only 5 minutes away from the city center and the University.

You can book your ticket online on at www.trenitalia.com and www.bahn.com

By plane

South Tyrol's only airport is located in the southern outskirts of Bozen-Bolzano. Beyond South Tyrol, the nearest international airports are in Innsbruck in the north and Verona in the south.

The other airports Bergamo, Treviso, Venice and Munich are over 200 km away (about four hours by train).

Innsbruck: www.innsbruck-airport.com

Verona: www.aeroporto.verona.it/passeggeri_t5

Milano: www.milanomalpensa-airport.com

Venezia: www.veniceairport.it

Bologna: www.bologna-airport.it

Munich: www.munich-airport.de

By car

From north: Munich - Kufstein (A12 Inn Valley Motorway) - Innsbruck - Brenner (A22 Brenner Motorway) – Bozen-Bolzano;

From south: A22 Modena Highway; A4 Milano Highway.

How to arrive to Brixen-Bressanone and Bruneck-Brunico

Brixen-Bressanone is a stop on all IC and EC trains on the route Innsbruck – Brenner – Verona. From Bozen-Bolzano you can reach Bruneck-Brunico changing in Fortezza to a local train (towards San Candido). You can take a bus of the local public transport company SAD. Visit their webpage for the bus schedule: www.sad.it/it

Please plan your trip in order to arrive in Bolzano in time for the Welcome day, the week before the term start.

USEFUL CONTACT NUMBERS

Traffic Information Office

tel. +39 0471 200198

www.provinz.bz.it/traffico

Highway Brennero A22

www.autobrennero.it

Bolzano Radio Taxi

tel. +39 0471 981111

Tourist Information Office

tel. +39 0471 307000

→ [see map](#)

YOUR FIRST DAYS AT UNIBZ

ACCOMODATION

All exchange students are eligible for university-arranged accommodation while at the unibz. We endeavour to ensure that all have suitable accommodation arranged prior to their arrival, but it is advisable to also seek accommodation in the private sector, as unibz has a limited number of places into university residences and rooms. The International Relations Office will inform incoming students whether they have been assigned a room or not in a timely manner and provide information about contacts for confirmation and bank details for the payment of the deposit.

PRIVATE SECTOR HOUSING

Notice boards display announcements for renting or sharing rooms and flats. Accommodation ads are displayed at the boards in the university buildings [and also online here](#); if you want to post an announcement, you can send an email to info@unibz.it. The price for one room varies from about € 350 to € 500 per month. Short term accommodation is available in all three campus sites.

Information about youth hostels are available at the following webpages:

Bozen-Bolzano:

www.bozen.jugendherberge.it/

Brixen-Bressanone:

www.brixen.jugendherberge.it/

Bruneck-Brunico:

www.hostelworld.com/

HEALTH CARE

Health Insurance for EU citizens

The Italian National Health Service is called "Servizio Sanitario Nazionale" (SSN), and is divided into local Healthcare Boards ("Aziende Unità Sanitarie Locali – AUSL"). If you are an EU citizen, you must bring your European Health Insurance Card – EHIC in order to have access to medical care. Using your card, you can go directly to a general practitioner "medico di base". All the costs will be charged to your insurance body.

For some specialist services, the payment of a "ticket" is required as a contribution to cover part of the costs. For dental care, the national health system provides only diagnostic and urgent treatment.

Health Insurance for Non-EU

A health insurance policy is necessary in Italy (it is requested also when applying for a Residence Permit):

If you have a health insurance make sure that it has been issued in your name and that it covers at least the whole period of your stay (i.e. the duration of your Visa). The insurance policy must have undergone an approval procedure by the Embassy so carry for instance a stamp of approval.

Should this not be the case, no Residence Permit will be released. For this reason, make sure that your Embassy does so when you go there for your visa.

If you do not have health insurance, or you have an insurance policy that has not been stamped by the Embassy, you can buy one at the Post Office in Italy by completing and paying a payment slip (bollettino postale) to:

GENERALI ITALIA SpA - C/C n. 712 70 003

via Marocchesa 14, 31021

Mogliano Veneto (TV)

CAUSALE [reason for payment]:

Polizza Sanitaria studente straniero 6/12 mesi

[foreign student healthcare policy 6/12 months]

IMPORTO [amount]: 6 months = € 49.00 /12

months = € 98.00

To obtain the certificate of confirmation of the insurance policy after payment, you must send a fax to **Generali Italia SPA** (fax 06 3613626) with a copy of the payment slip, a copy of the first page of your passport, your email address, your postal address and you must immediately contact the Generali Italia SpA offices by phone on 06 3611676 or 06 3210214.

Alternatively, private health insurance can be bought contacting the following agencies:

Expat www.expatinsurance.eu/

Global Assistance Allianz www.allianz-assistance.it/

Europassistance www.europassistance.it

REGISTRATION AND RESIDENCE PERMIT

Registration at the local city authority for EU citizens:

EU citizens are allowed to travel within the Italian borders without restrictions for at least the first 3 months of their stay in Italy (90 days).

For periods longer than 90 consecutive days, EU citizens settled down in Bozen-Bolzano or in any other neighboring town or village shall contact the local Register Office and get registered. The local Register Office shall be informed also of your departure.

TAX CODE "CODICE FISCALE" – "STEUERNUMMER"

An Italian tax code is needed in the case you want to open a bank account. For non-EU citizens: The tax code "codice fiscale" request can be submitted only after applying for the residence permit.

If you need any assistance in preparing the tax code request please contact one of the student tutors. The tax code has to be requested at the Agenzia delle Entrate.

BANK ACCOUNT OPENING

To open a bank account you will need the following documents:

- Copy of your passport;
- Residence permit / receipt from the Post office (non-EU citizen);
- Certificate of enrolment or self-declaration (you have to ask in the Student secretariat for

the certificate of enrolment. For the latter you need 2 revenue adhesives of 16.00 €, or you can ask if your Student Card is enough);

- Tax code

If you need any assistance please contact our student tutors.

Residence permit for study for non-EU citizens

The residence permit is the document issued by the "Questura" (Police Headquarters) which entitles you to stay in Italy for a determined period of time. Non-EU citizens must apply for a residence permit ("Permesso di soggiorno") within 8 working days from their arrival into the Schengen area.

STEP 1: Meeting with the International Relations Office (the schedule will be sent by e-mail by the International Relations Office):

You will be provided with an information package which includes the application form and the list of attachments to add to the application. Please make sure to take along the following documents and items:

- certificate of enrolment (which the International Relations Office will hand out to you);
- 3 revenue adhesives (contrassegno telematico) of €16.00. Buy the adhesives at a "Tabacchino" (small shop selling newspapers and cigarettes) and take them along; please mind that we can not process your file if you do not deliver the adhesives;
- your passport and a copy of all pages of your passport (not the blank ones);
- a copy of your health insurance policy covering the whole period of your stay;

Warning: Do not seal the envelope!

STEP 2: The open envelope containing the above-mentioned documents must be handed in by you personally at one of the authorized Post Offices displaying a document certifying your identity. The whole procedure costs approximately €137.50.

STEP 3: You will receive a receipt from the Post Office which you must keep with you and always display along with your passport. This document is valid as a "temporary residence permit".

Please come to the International Relations Office and hand in a copy of this receipt. This receipt will also allow you to keep track of the status of your procedure through the user ID and password that are indicated on it by consulting the following website:

<http://questure.poliziadistato.it/>

In order to be permitted to travel outside Italy you need a final residence permit; the receipt of the post office is not sufficient.

STEP 4: On the receipt you will find the date and time of your appointment at the "Questura" (Police Headquarters). Your fingerprint will be taken.

Do not miss the appointment!

On that day you will have to bring:

- your passport and visa (original documents);
- the appointment letter (received at the Post Office);

- the postal receipts (received at the Post Office);
- 4 passport-sized photographs against light background;
- 1 copy of the documentation you put in the envelope at the Post Office

STEP 5: Keep track of the status of your residence permit procedure visiting the webpage: www.questure.poliziadistato.it/stranieri/ Once it has terminated go to the "Questura" and ask for your residence permit.

STEP 6: Within the 3 following days provide the International Relations Office with a copy of your residence permit. Our student helpers/buddies will accompany you to the "Questura" upon request.

STAY PERMIT RENEWAL COSTS

Approx. € 153.50 for the application itself (€ 107.50 for the stay permit + € 30 for the postal service + € 16 for the revenue stamp) + € 149.77 for the National Health insurance or € 98 for the private health insurance (INA ASSITALIA), or another private insurance of your choice.

For the renewal of the stay permit the Immigration office might ask you to certify that you have at least € 500/month for a minimum period of 6 months - please note that this amount includes basic expenses only.



WHEN DO I ENROLL FOR EXAMS?

Faculty of Economics and Management

Enrolment for exams (or cancellation of the enrollment) must happen at least five days before the date of the exam (including Sundays and public holidays, excluding the day of the exam). For example: if the exam takes place on a Friday, you can enrol up until 11.59 pm of the Sunday before.

Faculty of Computer Science

Enrolment for exams (or cancellation of the enrollment) must happen at least three days before the date of the exam (excluding Sundays and public holidays and excluding the day of the exam). For example: if the exam takes place on a Friday, you can enrol up until 11.59 pm of the Monday before. Exception: if the exam takes place on a Monday, you can enrol only until 11.59 pm of the Wednesday before.

Faculty of Design and Art

Enrolment for exams (or cancellation of the enrollment) must happen at least three days (excluding Sundays and public holidays and excluding the day of the exam) before the date of the exam. For example: if the exam takes place on a Friday, you can enrol up until 11.59 pm of the Monday before. Exception: if the exam takes place on a Monday, you can enrol only until 11.59 pm of the Wednesday before.

Faculty of Education

Enrolment for exams (or cancellation of enrollment) must happen at least three working days before the date of the exam. Sunday is not a working day.

GRADING SYSTEM, ASSESSMENT & ACADEMIC RECOGNITION

The Free University of Bozen-Bolzano has adopted ECTS as an accumulation system. The workload refers to the notion of time that it might take an average student to complete the required learning outcomes.

ECTS are used as recognition for study periods abroad; 60 credits measure the workload of a

full-time student during one academic year. The student workload for a full-time study programme in Europe amounts in most cases to 36/40 weeks per year and 1 credit is equivalent to 25 - 30 working hours. Italian Credit (CFU) = 25 working hours = 1 ECTS credit. The pass mark for examinations is 18 out of 30. The highest mark for examinations is 30 out of 30. Particular outstanding exam outcomes are awarded with the label "con lode". An excellent performance is usually graded above 28.

TRANSCRIPT OF RECORDS

The Transcript of Records is issued at the end of your exchange period in Italian, German and English. It contains your personal data, your arrival and departure dates, the list of exams and internships you have done, with the date of the exam, the credits (CFU and ECTS) and the grades obtained. The grades are expressed in the Italian scale out of thirty and are converted into the ECTS scale. The Transcript also explains the Italian grading system and provides the "ECTS grading tables". These tables allow the universities of the European Higher Education Area, which have adopted the ECTS system, to convert Italian grades into local grades. Before leaving for your home institution please submit the google form at the following link: <https://goo.gl/forms/WzQMGRkpg9q7h012>. After completing the google form, the International Relations Office will send the ToR directly to your Home University by e-mail.



UNIVERSITY SERVICES

STUDENT CARD

The card is handed out after the Welcome Session (for Erasmus & Bilateral Agreement exchange and Free Mover students) or at the Student Secretariat (for Joint programme students). The card allows to:

- pay at the university canteen (Mensa), Unibar (in Bozen-Bolzano) and vending machines in Bozen-Bolzano and Brixen-Bressanone;
- borrow and return books from the library;
- photocopy and print;
- access the university buildings from the back entrance of the buildings C and F (in Bozen-Bolzano);
- access rooms reserved to faculty.

The card serves also as proof of identity. Do not forget to take it along when taking exams. Card can be recharged with cash at the machines (in Bozen-Bolzano on the left of the canteen – mensa entrance; in Brixen-Bressanone close to the reception desk; in Bruneck-Brunico in the entrance hall).

The card offers special conditions for services to culture, sport, music and leisure.

THE STUDENT PORTAL "COCKPIT"

The so-called "cockpit" is the university portal. From the cockpit you can enroll in your exams, have access to your electronic transcript of records and check your personal updated course timetable.

To have access to the cockpit student portal visit the university website www.unibz.it click on "Students"; "ICT services for students" and select "Cockpit".

COMPUTER ROOMS/WEBMAIL/ACCOUNT

Computer rooms (in Bozen-Bolzano and Brixen-Bressanone) are located in the libraries. Credentials for access are provided after the Welcome Session (for Erasmus, Bilateral Agreement and Free Mover exchange students) or at the Student Secretariat (for Joint programme students, like EMSE). After the first login you are requested to change the password. With the university account you are permitted

to use university computers, have access to your university mailbox; use Intranet services and the wireless network (WLAN). Mailbox and intranet services can be accessed also remotely.

If you have a personal notebook you are advised to install an access connection to the wireless network (Scientific Network South Tyrol) in almost all areas of the buildings. It will allow you to connect to printers on the server and to surf the web. Detailed handbooks are available for instructions on how to setup the WLAN etc. These can be found at the following website www.unibz.it/ict

Remote access to university e-mailbox: www.webmail.unibz.it or from the University homepage www.unibz.it, click on "Students"; "ICT Service".

PRINTING

To print, you select the printer "All-in-one". You insert your student card in the card reader close to the printer. Your documents are displayed to be selected for printing.

UNIVERSITY LIBRARY

Libraries in Bozen-Bolzano and Brixen-Bressanone have reading rooms and areas, as well as group and single study rooms, computers, photocopy machines, printers, CD-burners and scanners.

Students, teaching and administrative staff can access the services of the library with their cards.

Electronic books and hard copies can be found in the online catalogue. In addition, the library offers a local lending service as well as an interlibrary loan service, user training and a reference service.

With the **LIBRARY APP** access to the library is provided from Android Smartphone or iPhone. In addition you can look up the current Library News; check the library opening hours; start a search in the library catalogue and address the library staff with information queries.

The **RESERVE COLLECTION** is used by many professors and lecturers to publish their course material, e.g. slides, handouts, homework, student grades, and text books. To have access to the reserve collection visit the university website www.unibz.it, click on "Students"; "ICT services for students" and select "Reserve Collection".

LANGUAGE COURSES AT THE LANGUAGE CENTRE

The Language Centre offers language courses, international language certification, individual learning and counseling about language learning.

The Language Centre offers following courses:

ENGLISH	<ul style="list-style-type: none"> · Modular courses · Preparation courses for Cambridge ESOL certificates · Courses for academic skills
GERMAN	<ul style="list-style-type: none"> · Modular courses
ITALIAN	<ul style="list-style-type: none"> · Preparation courses for TestDaF and CELI certification
ARABIC	<ul style="list-style-type: none"> · A1 to A2 courses
CHINESE	<ul style="list-style-type: none"> · Refresher and conversation notes
FRENCH	
RUSSIAN	
SPANISH	

Language courses refer to the levels of the Common European Frame of Reference for Languages (CEFR) and are based on a modular course-system. Each module comprises 40 hours of teaching. Optional courses, course descriptions, timetables and further details are available at the website of the Language Centre, click on "language courses".

UNIVERSITY CANTEEN

The Unibar in Bozen-Bolzano gives you a 20 % discount when you pay with your student card. A typical Italian breakfast (consisting of a sweet pastry and a coffee) costs around € 2.50 in a bar. The university canteen offers seven different menus at a very modest price. You can choose between a first course with two side dishes or two first courses (€ 2,92), a second course with two side dishes (€ 3,63), a first and second course with two side dishes (€ 4,33), with small salad and dessert/fruit. You also have the possibility to choose the "Pizza Menu" consisting of a pizza with salad and a dessert/fruit (€ 4,33). Drinks and bread are included in the price.

BOZEN-BOLZANO	Monday-Saturday 11:45 a.m. - 2 p.m. Monday-Friday 6:30 p.m. - 8:30 p.m. (closed during the summer).	Piazza Università 1, on the ground floor next to the main entrance and the Unibar.
BRIXEN-BRESSANONE	Monday-Saturday 12 p.m. - 2 p.m.	Basement of the main university building in viale Ratisbona, 16.



LIFE BEYOND ACADEMICS

STUDENTS ASSOCIATIONS

KIKERO
 Universitätsplatz 1/Piazza Università, 1 (Office C6.03)
 T: +39 0471 012 182
 F: +39 0471 012 189
kikero@unibz.it

Kikero (from Cicero) was established in 2000 with the purpose to involve students and citizens in cultural projects and events. It is as well a space for student to share their ideas and exchange opinions. If you are willing to live the kikero life, you are very welcome to come and join! Let's make unibz a place to enjoy studying while having fun together!

SCUB
 Piazza Università 1 (office F6.02)
 T: +39 0471 012 183
 F: +39 0471 012 189
scub@unibz.it
www.scub.unibz.it

Since 2001 when it was founded, the "Sports Club University Bolzano" has been organizing sports events for students providing an alternative to classrooms. Events are designed to be fun and aim at bringing students closer to the world of sport. The offer is very diverseranging from a chess club, to a fitness club and a rock climbing course. As well as the regular training of the football teams (male and female), volleyball and basketball teams, cheerleading, tennis, beach volleyball, karate, swimming, capoeira and badminton, S.C.U.B. organizes trekking trips in the mountains in Trentino-Alto Adige and further afield, providing the appropriate equipment when needed. Each year S.C.U.B. takes part in various international university tournaments, where the Free University of Bozen-Bolzano competes with other European institutions. SCUB organizes the "Snowdays" every year, a snowsports event that is open to national and international university students.

UNIPARTY
 Piazza Università 1 (office C4.04)
uni-party@unibz.it
www.uni-party.it

Lectures and library are not all that there is at unibz: after long sessions on the books, it's finally time to hang out with friends for a party! The UniParty Team provides weekly itinerant parties all around the city - every Thursday evening a different theme, music and situation await you for a great opportunity to spend time with your friends!

The most popular activities include jogging along the banks of the river Talfer-Talvera, walking to Jenesian-S. Genesio and to the nearby Schlern-Sciliar plateau, excursions and mountain climbing in the Dolomites, swimming in the numerous nearby lakes and, last but not least, skiing and snowboarding in the surrounding ski areas.

Here some tips for a day excursion, for little money and with public transports:

PUEZ-GEISLER NATURE PARK:

Suggestive natural park located between Val Gardena and Alta Badia. Perfect in the summer time for fresh air and amazing landscape.

MESSNER MOUNTAIN MUSEUM:

The two museums are hosted in two enchanting castles in the Bozen-Bolzano area. They are about the mountain, each one focusing on a different aspect of it.

GONDOLA OF RENON:

In only 12 minutes you reach Oberbozen-Soprabolzano from the town of Bozen-Bolzano. Departures every 4 minutes.

CAREZZA AND MONTICOLO LAKES:

Two very beautiful lakes not far from Bozen-Bolzano and surrounded by mountains. You can easily reach them using the public transport.

RONCOLO CASTLE:

Famous for the largest cycle of secular frescoes dating back to the Middle Ages. Easily reachable via Shuttle bus, Public transport and by foot (approx. 40 minutes from Walther square).

COST OF LIVING

A student's average budget will have to consider the following general expenses. All amounts, which are only approximate, are expressed in Euros from a minimum up to a maximum.

Other general needs

For transport: see Public Transport

For clothing: shoes € 50.00/pair, jeans € 40.00-70.00 €/pair, sweater € 40.00 – 60.00.

To buy a mobile phone: € 50.00 - 400; monthly and pay-as-you-go plans: € 10 up to € 40 (e.g. of Italian providers: WIND, TRE, VODAFONE, TIM, POSTEMOBILE)

To buy a laptop: € 400.00 – 1.000.00.

For a movie ticket: € 8.50; for a 8-entrance card: € 50.00.

For a museum ticket: € 4.00 – 10.00.

For a theatre/concert ticket: € 15.00 – 50.00.

For a gym membership: € 60.00 – 100.00 / month.

To buy a skipass during the skiing season: € 15.00 – 50.00/day.

For a swimming pool entrance ticket: € 3.50 for students up to 26 years (€ 5.50 for adults); 12-entrance card € 35 for students up to 26 years (€ 55.00 for adults); season ticket €155,00 for students up to 26 years and € 310,00 for adults.

To enrol at SCUB (Sport Club University of Bozen-Bolzano) and have the right to special prices for gym courses, entrance to swimming-pools and tennis courts, etc.: € 15.00/year.



For one meal in a medium-priced restaurant/pizzeria: € 15/30.

Some bars in Bozen-Bolzano offer student discounts.

The approximate prices of some items are listed below (in euro):

Milk: 1.20 / Litre

Bread: 4.50 / Kilo

Butter: 1.70 / 250 gr.

Beef: 9.00 / 19.00 / Kilo

Chicken: 8.00 / 10.00 /Kilo

Rice: 1.70 / 2.50 / Kilo

Pasta: 0.80 / 1.20 /Kilo

Bottled water: 0.50 / 0.80 /Litre

Costs you will incur at your arrival

(non-EU students)

stay permit application: aprox. from € 153.50 to 173.50 (depending on the duration of your stay)

+ the cost of health insurance;

health insurance: aprox. € 149.77 (per solar year) for the enrolment to the Italian Health System; **accommodation deposit:** aprox. € 580 cash for student home (see Accommodation)

housing rent: aprox. € 290.00 per month for student home (see Accommodation)

meals at the University canteens: approximately € 250 per month (see Eating and drinking)

bus transport: € 1.50 for a single ticket (valid for one ride), years transport pass € 150,00 (see Public Transport)

It is highly recommended that you can count on an amount of € 600/700 € per month

HOW TO GET AROUND

BIKE

In Bozen-Bolzano the most efficient and fastest way to move from one place to another is using the bike, as there is a great cycle lane network and all places are close by bike.

If you do not have a bike you can rent one (Viale della Stazione, in front of Piazza Walther). Bikes can be rented between April and October at a price of 1 € for the first 6 hours, 3 € for a whole day and 5 €/day if you want to keep it more than one day (deposit 10 €). Viale della Stazione, right in front of Piazza Walther.

BUS AND TRAIN

Using the city buses you pay 1.50 € for one ride. The price is the same for the entire city area (there are no zones) except if you use certain lines (e.g. lines 110, 111, 112, 201 2) which go outside the city. The tickets can be bought on the bus (coins of 0.10 €; 0.20 €; 0.50 €; 1 € and 2 €). It is cheaper to buy a daily ticket for 3 € (Tagesticket Stadtbereich/ biglietto giornaliero urbano) if you want to take the bus more than twice a day.

You can also buy a Prepaid Card (Wertkarte/ Carta Valore) for 10/25/50€ where you pay 0.12 € per kilometer. Those tickets can be used for both bus and train rides that go outside the city in the whole region of South Tyrol. Also very important: do not forget to validate regular train tickets (otherwise they are not valid and you will have to pay a fine!).



FREQUENTLY ASKED QUESTIONS

ACADEMIC MATTER

Are all exams oral?

The Italian university system is based mostly on oral exams, although some courses may require written work during the semester or written exams before the final oral examination.

Will failing grades be registered?

In the Italian university system the minimum passing grade is 18/30. Grades below 18 are considered failing grades and cannot be registered.

When can I retake an exam if I fail?

If students do not pass an examination they can retake the exam. If students fail an exam on the first examination date, they can usually retake it on the last examination date, depending on the professor. If the student would like to refuse a grade, between 18 and 30, he/she must not sign the "verbale".

When will I receive my transcript?

Transcripts of record will be sent by e-mail to the partner universities after the end of each examination session and in any case no later than 5 weeks.

How can I meet other exchange students?

At the beginning of each semester, the International Relations Office organizes a Welcome and Orientation Session, where all exchange students are invited. The Free University of Bozen-Bolzano is also on Facebook, students' organisations organize recreational activities and parties and excursions. Last but not least you can join the Buddy-Programme!

STUDENT CARD

My Student card doesn't work, it's damaged or broken: what can I do?

You can ask for a new card at the Student secretariat. The cost to replace a card is € 20. Any credit you had on your old card will be transferred to the new one.

What can I do if my Student card has been lost or stolen?

On the Cockpit you will find a CARDWATCH page from where you can block the card and stop any misuse. You can ask for a new card at the Student secretariat. The cost to replace a card is € 20. Any credit you had on your old card will be transferred to the new one.

How much money can I upload on the chip-card?

Currently it's possible to upload max. 200 Euro on a single chip-card.

LIBRARY

How do I have access to the Library services?

Your Student Card is pretty flexible, and one of the things it does is double up as your Library Card.

What is my user account?

Go to the online catalogue, click on ACCOUNT and you have 24/7 access to your own university account! The account display your borrowings and reserved items and for how long you can keep the books you borrowed (and when you have to bring them back!) You can also use your account to renew the borrowing or reserve new items. To gain access, all you need to do is enter your university account, via the student portal or email.

How do I borrow books and media?

To borrow media you need your Student Card. In Bozen-Bolzano and Brixen-Bressanone you can use the Self Check to take out books on your own. In Bruneck-Brunico you can borrow books from the University Library that's in the same building as the Town Library. You can borrow up to 40 items (books, journals, DVDs, ...) at the same time.

How do I return the items I've borrowed?

You can return the borrowed items to any of the three libraries in Bozen-Bolzano, Brixen-Bressanone or Bruneck-Brunico. In Brixen-Bressanone and Bozen-Bolzano you can use the Self

Check in the Library or you can go to the librarian at the desk, who will check them back in for you.

And if the Library's closed, or you don't want to go in the library, you can drop your items in the Book Drop Box just outside the main building all around the clock and every day of the week.



LANGUAGE CENTRE

Are language courses free of charge?

For incoming exchange and joint program students all courses organized by the Language Centre are free of charge.

When do the next courses begin?

During the semester we organize courses of 4 hours per week. All courses follow the language study plan according to the Common European Framework for languages.

Are there German and Italian courses for absolute beginners?

Yes! Courses for absolute beginners are usually scheduled in the first semester.

How can I enrol in a language course?

The procedure is described on the website of the Language Centre, click on "LANGUAGE COURSES".

Are the language courses accredited with any ECTS-credit points?

At the Free University of Bozen-Bolzano the language courses offered by the Language Centre are not accredited with any ECTS-credit points.

If you need a document to certify your course attendance, the course level, the period and the total number of hours, you can require it after having attended at least 75% of the scheduled tuition hours. It is up to your home university to recognise or not the credit points.

If you have attended a modular language course (A1 to C1) regularly (at least 75% of the scheduled tuition hours), you can sit an end of course test. The mark will be indicated on the certificate of attendance.

How can I request the certificate of attendance?

Before leaving for your home institution please submit the google form at the following link: <https://goo.gl/forms/WzQMGRkpiG9q7h012>.

After completing the google form, the International Relations Office will send the language certificate directly to your Home University by email.

How many language courses can be attended?

You can take as many language courses as you like. However, before registering for a language course please make sure that you are able to attend it throughout the whole semester.

Can I take an international language examination?

Yes! The Language Centre is an official exam centre for: ESOL Examinations of the University of Cambridge; TestDaF – Test Deutsch als Fremdsprache; CELI – Certificati di conoscenza della lingua italiana dell'Università per Stranieri di Perugia.

TRANSPORT**What is the Südtirol –Alto Adige Pass and how can I have one?**

The Südtirol–Alto Adige Pass is a rechargeable prepaid pass which allows you to use the public transport services in South Tyrol for one year from the date of issue. Since you are not resident in South Tyrol, you will have to declare that you are attending university (e.g. with your student card). The Südtirol–Alto Adige Pass can be acquired directly at the central bus/train station, or requested online: www.sii.bz.it/suedtiroypass_beantragen/ The form is available only in Italian or German. Without an Italian tax code you cannot ask for a Südtirol–Alto Adige Pass. The card is not valid on IC, EC, EN and ES Trenitalia trains.

How much will I pay for travelling?

Thanks to this pass, you will pay a lower price per kilometer. The more kilometers you ride the less you will pay per kilometer. The card itself is free. For the first 1,000 km, you'll pay 0.08 €/km instead of the full price 0.15/per km. If you ride more than 1,000 km, the fare will decrease even more (0.04 €/km – 1,001- to 10,000 km; 0.02 €/km, 10,001 to 20,000 km, 0 € for any additional km).

How can I recharge the pass?

There are three payment options: you can either provide your Italian bank account details. Your account will be charged periodically (this is the simplest solution). Otherwise, you'll have to open a "virtual online account" on the website provided as above and recharge the pass by using your credit card (you'll be able to access the virtual account once you have acquired the pass, and got your username and password by email). This option is suitable for those of you who do not have/want to open an Italian bank account. Foreign credit cards will work as well.

How can I use it and where?

You will have to validate your Südtirol –Alto Adige Pass every time you use it. You can travel as far as Brenner–Brennero (north) and Trento (south) by train and throughout the entire Province of Bozen–Bolzano/South

Tyrol on the local transport services (busses, trains, cable cars). You can also travel to Innsbruck (Austria) using the Südtirol–Alto Adige Pass. In this case between Brenner and Innsbruck you will be charged the regular fare of Austrian Railways on your pass (~7€).

What is Abo+ pass and how can I get it?

Abo+ is a pass for students aged under 26 years old which allows you to use the public transport services in South Tyrol as much as you want for more than one year (from September to September).

Abo+ can be purchased by completing the request form that you will find only in German or Italian on the website <http://www.provincia.bz.it/mobilita/service/service.asp>. The form has to be handed in at the central bus/train station. You have to indicate on the request form that you are a student of the Free University of Bozen–Bolzano.

How much will I pay for travelling?

The Abo+ pass costs 150,00 Euro and you can travel with it on all available public transports in South Tyrol.

How can I use it and where?

You will have to validate your Abo+ every time you use it. You can travel as far as Brenner–Brennero (north) and Trento (south) by train and throughout the entire Province of Bozen–Bolzano with the local transport services (busses, trains, cable cars). It is not valid on IC, EC, EN and ES Trenitalia trains.

**SERVICES AND USEFUL ADDRESSES****UNIBZ SERVICES****Advisory Service**

Universitätsplatz 1 - piazza Università, 1
39100 Bozen-Bolzano
Tel.: +39 0471 012 100
Fax: +39 0471 012 109
e-mail: info@unibz.it

InfoPoint Bozen-Bolzano

Universitätsplatz 1 - piazza Università, 1
Wed, Fri 10 a.m. - 12:30 p.m.
Tue, Thu 2 p.m. - 4 p.m.

Student Secretariat Bozen-Bolzano

Universitätsplatz 1 - piazza Università, 1
39100 Bozen-Bolzano
Tel.: +39 0471 012 200
Fax: +39 0471 012 209
e-mail: student.secretariat@unibz.it

Opening hours:

Mon, Wed, Fri 9 a.m. - 12 p.m.
Tue, Thu 2 p.m. - 4 p.m.

Student Secretariat Brixen-Bressanone

Regensburger Allee 16- viale Ratisbona, 16
39042 Brixen-Bressanone
Tel.: +39 0472 012 200
Fax: +39 0472 012 209
e-mail: student.secretariatBX@unibz.it

Opening hours:

Mon, Wed, Fri 10 a.m. - 12 p.m.
Tue, Thu 2 p.m. - 4 p.m.

**Secretariat
Faculty of Economics and Management**

Universitätsplatz 1 - piazzetta Università, 1
39031 Bruneck-Brunico
Tel.: +39 0474 013 600
Fax: +39 0474 013 609

Opening hours:

Mon, Wed, Fri 10 a.m. - 12 p.m.
Tue, Thu 2 p.m. - 4 p.m.

Language Centre

Universitätsplatz 1 - piazza Università, 1
39100 Bozen-Bolzano
Tel.: +39 0471 012 400
Fax: +39 0471 012 409
e-mail: language.centre@unibz.it

InfoPoint Bozen-Bolzano:

Universitätsplatz 1 - piazza Università, 1
Wed, Fri 10 a.m. - 12:30 p.m.
Tue, Thu 2 p.m. - 4 p.m.

InfoPoint Brixen-Bressanone (2.12):

Regensburger Allee 16 - viale Ratisbona, 16
Thu 10 a.m. - 12 p.m. on request

International Relations

Universitätsplatz 1 - piazza Università, 1
39100 Bozen-Bolzano
Tel.: +39 0471 012 500
Fax: +39 0471 012 509
e-mail: international.relations@unibz.it

InfoPoint Bozen-Bolzano:

Universitätsplatz 1 - piazza Università, 1
Mon, Thu 10 a.m. - 12:30 p.m.
Tue 2 p.m. - 4 p.m.

LOCAL SERVICES

ITALIAN TAX NUMBER

Agentur der Einnahmen - Internal Revenue Service

Bozen-Bolzano

G. Ambrosoli-Platz 24 - piazza G. Ambrosoli, 24
39100 Bozen-Bolzano
Tel.: +39 0471 194 5111

Opening hours:

Mon, Thu 8:30 a.m. – 3:30 p.m.
Tue, Wed, Fri 8:30 a.m. – 1 p.m.
(August: 8:30 – 13:00)

Brixen-Bressanone

Vittorio-Veneto-Str. 67 - via Vittorio Veneto, 67
39042 Brixen-Bressanone
Tel. +39 0472 824 611

Opening hours:

Mon - Fri 8:15 a.m. – 1 p.m.
Mon and Wed 2 p.m. – 3:30 p.m.
(August: 8:15 a.m. – 1 p.m.)

Bruneck-Brunico

Graben 7 - Bastioni, 7
39031 Bruneck-Brunico
Tel. +39 0474 572 411

Opening hours:

Mon - Fri 8:15 a.m. – 1 p.m.
Mon and Wed 2 p.m. – 3:30 p.m.
(August: 8:15 a.m. – 1 p.m.)

PERMIT OF STAY

Quästur Bozen-Bolzano Police Headquarter

Amt für Einwanderung -
Polizia dell'Immigrazione
Palatucci-Str. 1 - largo Palatucci, 1
39100 Bozen-Bolzano
Tel. +39 0471 947 611

Opening hours:

Mon - Fr 8:30 a.m. – 12 p.m.
Thu 3 p.m. – 5 p.m.
(only to collect permits that are ready)

Police Station Brixen-Bressanone (also for Bruneck-Brunico)

Vittorio-Veneto-Str. 13 - via Vittorio Veneto, 13
39042 Brixen-Bressanone
Tel. +39 0472 271 611

Opening hours:

Mon - Thu 8:30 a.m. – 1 p.m.
Thu 3 p.m. – 5 p.m.

HEALTH COVER

Information and Enrolment in the local sanitary system Health Authorities

www.asdaa.it

Bozen-Bolzano

W.-A.-Loew-Cadonna-Platz 12 -
piazza W. A. Loew Cadonna, 12
39100 Bozen-Bolzano
Tel. +39 0471 909 113 or +39 840 002 211

Opening hours:

Mon - Fri 8 a.m. – 12:30 p.m.
Thu also 2:30 p.m. – 4:30 p.m.

Brixen-Bressanone

Romstraße 7 - via Roma, 7
390472 Brixen-Bressanone
Tel. +39 0472 836 145

Opening hours:

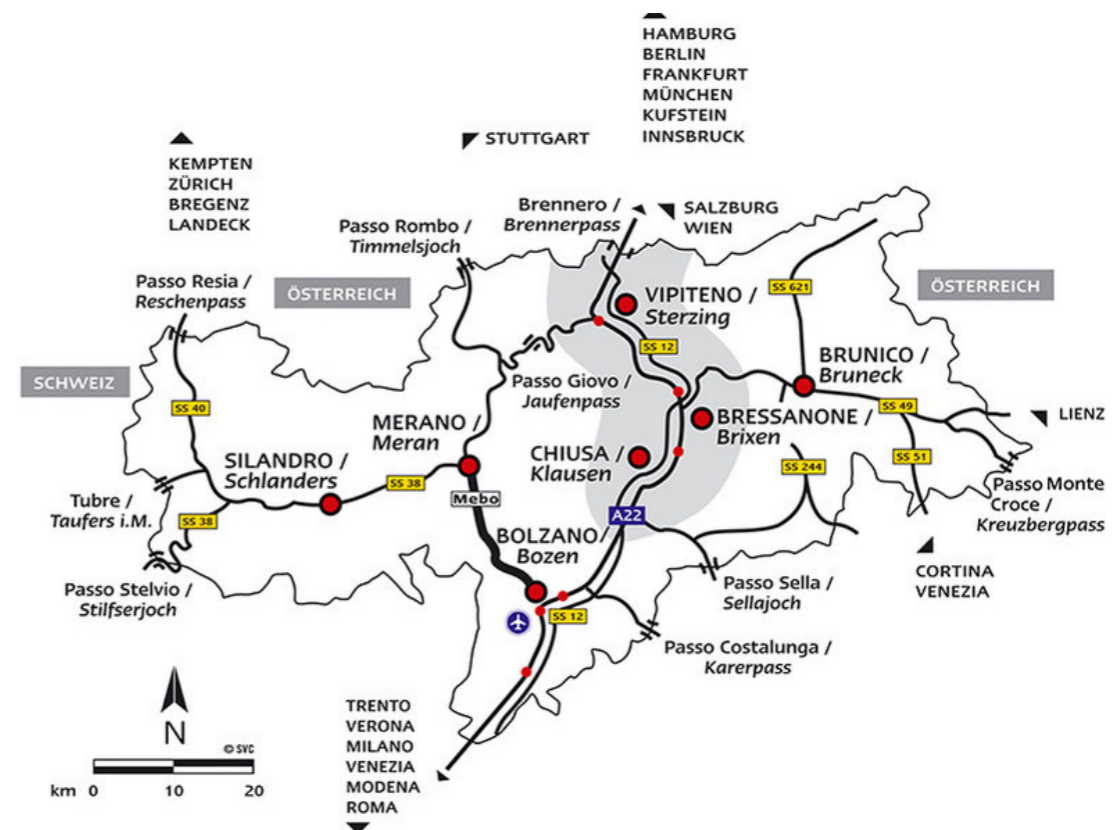
Mon 8 a.m. – 12 p.m.
Tue, Wed 9 a.m. – 12 p.m.
Thu 10 a.m. – 6 p.m.
Fr 8 a.m. – 11 a.m.

Bruneck-Brunico

Paternsteig 3 - vicolo dei Frati, 3
39031 Bruneck-Brunico
Tel.: +39 0474 586 506

Opening hours:

Mon - Fri 8 a.m. – 12:45 p.m.
Mon also 13:45 p.m. – 4 p.m.



DURING YOUR FIRST WEEK AT UNIBZ

- Attend the Welcome & Orientation Session
- Get your Student Card (Erasmus+/Bilateral/ Free Mover students after the Welcome Session; joint programme students at the Student Secretariat)
- Confirm your arrival (if requested) at the Info- Point A1.01 of the International Relations Office
- Attend the meeting with your Exchange Coordinator and the administration staff of Faculty

EXTRA THINGS TO DO

FOR NON-EU CITIZENS

As non-European Union citizen you must apply for the Italian residence permit (“Permesso di soggiorno”) **within 8 working days from your arrival in the Schengen area.** The International Relations Office will help you with the application procedure.

Please mind that for the residence permit for study in Italy you have to pay approx. € 180. Please note: it is your responsibility to ensure you have the correct visa required to study or for placement.

In order to submit the application for the residence permit you have to deliver the following documents you should prepare before your arrival:

- Your passport and a copy of all pages of your passport (not the blank ones) and your Italian visa;
- A copy of your health insurance policy covering the whole period of your stay;

A letter of the landlord confirm your residency *(at the appointment with the Police Office)*

- A copy of the permit of stay of another Schengen country (if appropriate)
- 4 passport-sized photographs with light background *(at the appointment with the Police Office)*

DURING THE EXAM SESSION

- Exam enrolment online (at the latest 3 or 5 days before the day of the exam depending on your faculty)

BEFORE LEAVING UNIBZ

- Max. three days before leaving ask for a confirmation of departure, if needed, addressing the InfoPoint A1.01 of the International Relations Office
- Ask the International Relations Office for the certificate of attendance of language course

PLEASE MIND THAT

The International Relations Office will send your original transcript of records along with any certification from the Language Center to your home institution **once all the exams you have taken and passed will be have been registered (from that date after max. 5 weeks)**



