EXCHANGE STUDENTS GUIDE

YOUR FIRST STEPS AT THE FREE UNIVERSITY OF BOZEN-BOLZANO
If you are an international degree-seeking student and are not attending unibz as part of an international agreement (e.g. Erasmus+, Bilateral Agreement or Erasmus Mundus, etc), please contact the Advisory Service as the information in this booklet refers only to exchange students (see page 13).
WELCOME

TO THE FREE UNIVERSITY OF BOZEN-BOLZANO!

Thank you for choosing unibz for your study abroad experience. Together with your home institution, we will 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, go to the last page of this guide for our contact details.

Follow us on social media and become part of our diverse and multilingual academic community:

→ Instagram: unibz
→ Facebook: unibz
→ LinkedIn: unibz
→ Twitter: unibz_news
→ TikTok: unibz
→ YouTube: Free University of Bozen Bolzano
→ Spotify: unibz

unibz

PROFILE

The Free University of Bozen-Bolzano was founded in 1997. Our university has a strong international outlook, as testified by its multilingual courses (German, Italian, English and Ladin) and the high number of students and teaching staff from abroad.

unibz has five faculties, and a high percentage of lecturers (35%) and students (17%) come from abroad and they study, teach and research in the fields of Economics, Natural Sciences, Engineering, Social Sciences, Education, Design and Arts.

Languages

What makes unibz stand out among all universities, in Italy and in Europe, is the multilingualism of its courses and research. The three official languages - German, Italian and English - are used during classes, meetings, conferences and in all events.

Campuses

Bozen-Bolzano is the main campus and hosts:

→ Faculty of Faculty of Agricultural, Environmental
  and Food Sciences
→ Faculty of Design and Art
→ Faculty of Economics and Management
→ Faculty of Engineering

Brixen-Bressanone is home to the

→ Faculty of Education

Bruneck-Brunico is a satellite campus for the

→ Bachelor in Tourism, Sport and Event Management
→ Master in Tourism Management

FACTS AND FIGURES

In the 2020Times Higher Education World University Rankings unibz ranked in the band of 401—500 this year out of almost 1,400 institutions worldwide. Our strongest pillars were “Citations” (with a score of 77.9 among the top 260) and “International outlook” (with a score of 76.4 among the top 250). In Italy we are on the 12th position out of 43 universities ranked. In the World University Rankings unibz is ranked among the best 20 small universities worldwide.

→ 160+ partner universities
→ 127 Erasmus+ agreements
→ 3 Swiss-European mobility programmes
→ 507 exchange places at other universities
→ 507 exchange places for international students
→ 78 student nationalities
→ 9 different language course options at the Language Centre (English, German, Italian, French, Spanish, Russian, Chinese, Arabic, Ladino)
→ 31% tenured Professors and Researchers of international origin
→ 278,280 Books and audio-visual media in our library

GETTING HERE

PLANNING YOUR ARRIVAL

Please plan your trip in order to arrive in Bozen-Bolzano in time for the Welcome Session.

What to Pack

In South Tyrol the climate is cold and snowy in winter, and mild in summer. Snow falls regularly but good weather and sunshine prevails with low winter average temperatures (between -7 and -3°C). Larger amounts of snow fall in mountain areas, making this place ideal for skiing. At the foot of the mountains, such as in Bozen-Bolzano, climate is moderately continental, with cold winters and an average temperature in January around the freezing point, and hot summers at about 30°C. Many outdoor pools and lakes as well as the proximity to the mountains provide for refreshing mountain air and great outdoor activities.

Getting to Bozen-Bolzano

By Train or Bus

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 www.trenitalia.com, www.oebb.at and www.bahn.com. Flixbus also stops in South Tyrol and students can get a discount: flixbus.com. You can also check www.thetrainline.com for getting the best fare for every trip.

By Plane

South Tyrol’s only airport is located in the Southern outskirts of Bozen-Bolzano and mostly operates national or local flights. The nearest international airports are in the cities of Innsbruck and Verona. Other airports such as Milano Bergamo, Treviso, Venice and Munich are over 200 km away (about four hours by train).

Bozen-Bolzano www.bolzanoairport.it/en
Innsbruck www.innsbruck-airport.com
Verona www.aeroportoverona.it
Milano www.milanomalpensa-airport.com
Venezia www.veniceairport.it
Rotonova www.bologna-airport.it/en
Munich www.munich-airport.com

By Car

From the North: Munich > Kufstein (A12 Inn Valley Motorway) > Innsbruck > Brenner (A22 Brenner Motorway) > Bozen-Bolzano
From the South: A22 Modena Highway; A4 Milano Highway

Getting to Brixen-Bressanone and Bruneck-Brunico

To Brixen-Bressanone:

All EC and regional trains on the route Innsbruck - Brenner - Verona stop in Brixen-Bressanone

To Bruneck-Brunico:

Change in Franzensfeste-Forzezza to a local train (towards Innichen-San Candido or Lienz). You can also take a local bus.

Useful Contact Numbers

Public Transport System in South Tyrol

www.suedtirolmobil.info/en

Traffic Information Office

tel. +39 0471 200 198
trafico.provincia.bz.it (in Italian) or verkehr.provinz.bz.it (in German)

Highway Brennero A22

tel. +39 800 279 940
www.autobrennero.it

Bozen-Bolzano Taxi Funk
tel. +39 0471 981 111

ACCOMMODATION

We have limited availability of accommodation for exchange students in residence halls, which are managed by the local government, only in Bozen-Bolzano.

Due to high demand, students can apply for it through the online registration form whose link is sent to all applicants by the International Relations Office at the beginning of July (for the first semester or whole year applicants) and at the beginning of December (for the second semester applicants). Accommodation will be allocated on a first come first served basis. Please note that all contracts for residence halls last 5 or 10 months. If you intend to stay less, you will need to pay for the entire contract period.

Be aware that Bozen-Bolzano and Brixen-Bressanone are small towns and it is hard to find rooms on the private market. Please make sure you find an accommodation before your arrival...

Private Sector Housing

Notice boards display announcements for renting or sharing rooms and flats. Accommodation ads are displayed on boards in university campuses and online on our blog accommodation.unibz.blogspot.com or on www.won-apartments.it. If you want to post an announcement, you can send an email to info@unibz.it. The price for a single room varies between € 350 and € 500 per month.

Short-term accommodation is available in all three cities.

Youth Hostels in South Tyrol

Bolzano www.bozen.jugendherberge.it
EU-CITIZENS

There are three different types of health cover that you can get in Italy, which we will describe below. However, it is your own national health service that decides which documents to give you and therefore which one you can apply for.

European Health Insurance Card (EHIC)

With the EHIC Card issued by your country, you have the right to any treatment that is necessary during the time you are studying in Italy. However, this is a more limited cover and allows people to seek medical care in the country they are staying in without having to return to their own country.

Exemptions on the standard prices of medicines can be applied for a resident's card issued by the INAIL (the Italian Social Security Agency). This is free for individuals aged 65 or over, and those under the age of 18. Other exemptions are available on request.

Cover through E106, E109/E37 or S1 foreign Insurance Policies

You will have to ask to the health authorities in your own country to issue you one of the policies listed above. These policies will enable you to register for health cover in South Tyrol as if you were an Italian citizen.

With one of these policies:
- you can choose your family doctor/GP;
- you can seek assistance at Accident and Emergency at a hospital and you’ll only have to pay the standard price (the so-called “ticket”);
- you can access all planned services, you can access all services for preventative medicine;
- you don’t have to pay for the services of the duty doctor, if needed;
- finally, if you are a resident: you can access any discounts that may be due to you and any exemptions on the standard prices of medicines or appointments with specialists (“ticket”).

Cover though Italian private Health Insurance Schemes or private foreign Health Insurance, instead of E106/E109/E37/S1 policies

You can also buy a private health insurance that will cover you for all accidents you may have and treatment you may need during the time you are studying in Italy. In this case, you will be regarded as a “paying foreign citizen” and as such you do not need to register for the local health service.

More details can be found in the EU Directive 2004/38/EC on the Right to Reside and Move freely and Health Care (Regulation EEC 1478/71, modified by Regulation EC 631/2004 and Decision 189/2003 which introduced

EU-CITIZENS

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

The insurance policy must have undergone an approval procedure by the Embassy so that it carries for instance a stamp of approval. Should this not be the case, no Residence Permit will be issued. 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 here: https://www.epasal.it/ en/pacchetti-welcome/citadinia-extra-ue-richiedente-permesso-di-soggiorno/. Non-EU student Fees: for a 6-months-stay in Italy: € 71; for a 1-year-stay in Italy: € 120. Please note that this insurance covers only major emergencies but will be enough in order to apply for your Italian Residence Permit. Alternatively, a private health insurance can be bought contacting the following agencies:
- Expatriation: www.expatriation.it
- Global Assistance Allianz: www.allianz-assistance.it
- Europassistance: www.europassistance.it

If you intend to obtain a more comprehensive health cover and have your own family doctor for the period of your studies, you will have to go to the Local Health Care Provider (Azienda Sanitaria Locale - ASL) to register for the Italian National Health Service (Servizio Sanitario Nazionale - SSN). You will need the following documents:
- enrolment certificate;
- passport;
- Italian individual tax number;
- residence permit or receipt certifying you have applied for the permit.

The amount you have to pay to register for health care is:
- € 147.77 for students without any dependent family members and without any income apart from grants or subsidies paid by the Italian authorities (e.g. from the Italian government);
- € 387.34 euro for students with dependent family members;
- or, if you have an income which does not come from a grant (learned in Italy or abroad), 7.5% of that income (minimum charge will be € 387.34).

Further, if you have a grant:
- letter confirming you are in receipt of a grant.

You are only covered for the period of validity of your residence permit.

EU-CITIZENS

Tax Code “Codice fiscale” – “Steuernummer”

It is crucial to apply for a “Codice Fiscale” upon your arrival in Bolzano. This will enable you to request the Public Tax Payer Pass, open a bank account and may prove beneficial for other regional services.

To obtain an Italian tax code, you need to contact the Inland Revenue office in Bolzano at Piazza G. Ambrosoli, 24. Please be aware that you might be given an appointment as late as 2 or 4 weeks after the request.

For further information on the required documents you can consult the following webpage: https://www.agenziaentrate.gov.it/portal/web/it/en/individuals/tax-identification-number-for-foreign-citizens

Bank Account Opening

To open a bank account, you will need the following:
- copy of your passport;
- residence permit/receipt from the Post Office (non-EU citizens);
- certificate of enrolment or self-declaration (you have to ask the Student Secretariat for the certificate of enrolment. For the latter you need 2 receipts of 16.00 €, or you can ask if your Student Card is enough);
- Italian tax code

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 Permessо di soggiorno (residence permit) within 8 working days from their arrival into the Schengen area.

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);
- a passport-sized photographs against light background;
- 1 copy of the documentation you put in the envelope at the Post Office

On the receipt, you will find the date and time of your appointment at the Questura (police headquarters) and your fingerprint will be taken. Do not miss this appointment!

You can consult the following webpage: https://www.poliziadistato.it.

Renewal

Do not forget to renew your residence permit in time! Do not wait for its expiry date; but apply for its renewal at least 30 days in advance. You must follow the same procedure as for the first issuing, but for the first renewal, you must certify by means of an exam certificate the passing of at least one exam. As from the second renewal, you must pass at least two exams. According to the Italian law, you can apply for the renewal of the residence permit until the 3rd year after the normal length of the studies; further renewals are not allowed.

WARNING

Do not seal the envelope!

STEP 2: You must hand in the open envelope containing the above-mentioned documents personally at one of the Italian diplomatic representations, showing your identity. The whole procedure costs approximately €17,50.

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”. 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: 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.

On the receipt, you will find the date and time of your appointment at the Questura (police headquarters) and your fingerprint will be taken. Do not miss this appointment!

You can consult the following webpage: https://www.poliziadistato.it.

Renewal

Do not forget to renew your residence permit in time! Do not wait for its expiry date; but apply for its renewal at least 30 days in advance. You must follow the same procedure as for the first issuing, but for the first renewal, you must certify by

You can consult the following webpage: https://www.poliziadistato.it.

Renewal

Do not forget to renew your residence permit in time! Do not wait for its expiry date; but apply for its renewal at least 30 days in advance. You must follow the same procedure as for the first issuing, but for the first renewal, you must certify by

You can consult the following webpage: https://www.poliziadistato.it.
ACADEMIC MATTERS

TEACHING OFFER
Here you can find the list of the current available courses: uni.bz.it/en/applicants/course-offering

Course Enrolment and Learning Agreement
In your first days at unibz, you will attend a meeting with your Faculty where you will get detailed and important information regarding the enrolment procedure for courses and exams. Thereafter, you will be able to register online for the selected courses.

WARNING: Please note that without enrolling in a course, you cannot register for exams and without exam enrolment, you cannot sit them.

For questions related to courses and exams as well as for the signature of your Learning Agreement please contact:
→ Faculty of Agricultural, Environmental and Food Sciences
Francesca Galeotti: francesca.galeotti@unibz.it +39 0474 017033
→ Faculty of Design and Art
Elena Ghizzo: elena.ghizzo@unibz.it +39 0471 015 004
→ Faculty of Economics and Management (Bozen-Bolzano Campus)
Loris Vigna: ECD_BZ_ExchangeMobility@unibz.it +39 0474 016300
→ Bachelor in Tourism, Sport and Event Management (Bruneck-Brunico Campus)
Manuela Ferri: ECD_BK_ExchangeMobility@unibz.it +39 0473 013 621
→ Faculty of Education
Ingo Ritsch: ingo.ritsch@unibz.it +39 0472 014 007
→ Faculty of Engineering
Federica Cumer: eng-exchange-programmes@unibz.it +39 0471 016008

EXAM ENROLMENT
In order to be allowed to take any examination you have to register online. The language of the exam is the same as the language of the course. Exam enrolment takes place on My Scientific Network: my.scientificnet.org. Here, you will also find some guidelines for enrolment. Your Faculty Secretariat will inform you via email when the exam session opens.

When do I enrol for exams?
→ Faculty of Agricultural, Food and Mountain Environmental Sciences
Enrolment for exams (or cancellation of the enrolment) must happen by three 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 23:59 of the Monday before.

→ Faculty of Design and Art
Enrolment for exams (or cancellation of the enrolment) must happen by 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 23:59 of the Monday before. If the exam takes place on a Monday, you can enrol only up to 23:59 of the Wednesday before.

→ Faculty of Economics and Management
Enrolment for exams (or cancellation of the enrolment) must happen by 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 23:59 of the Sunday before.

→ Faculty of Education
Enrolment for exams (or cancellation of the enrolment) must happen by 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 23:59 of the Monday before. If the exam takes place on a Monday, you can enrol only up to 23:59 of the Wednesday before.

→ Faculty of Engineering
Enrolment for exams (or cancellation of the enrolment) must happen by five 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 23:59 of the Monday before. If the exam takes place on a Monday, you can enrol only up to 23:59 of the Wednesday before.

GRADING SYSTEM, ASSESSMENT AND ACADEMIC RECOGNITION
unibz 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. I Italian Credit (CFU) = 25 working hours = 1 ECTS credit. The pass mark for examinations is 18 out of 30, with 30 being the highest mark. A very good performance is usually graded above 28. Outstanding exam outcomes are awarded with the label “cum laude”.

Transcripts of Records
This document is issued at the end of your exchange period in German, Italian and English and contains your personal data, the list of exams you have passed, with the date of the exam, the credits and the grades obtained (in a scale of 30).
You will be able to request such a document at the end of your exchange mobility through the Mobility Online portal.

PRACTICALITIES

STUDENT CARD
The Student 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 Student Card allows you to:
→ pay at the university canteen (Mensa), UniBar (in Bozen-Bolzano) and vending machines in Bozen-Bolzano and Brizen-Bressanone;
→ borrow and return items from the library;
→ photocopy and print;
→ access the university campus from the back entrance of the buildings C, E and F (in Bozen-Bolzano);
→ access rooms reserved to your Faculty.

This card serves also as proof of identity (do not forget to take it along when taking exams!) and can be recharged with cash at the machines (in Bozen-Bolzano on the left of the canteen entrance; in Brizen-Bressanone close to the reception desk; in Bruneck-Brunico in the entrance hall). Lost, damaged or broken Student Cards can be replaced by the Student Secretariat.

STUDENT PORTAL
MySNS is the university portal. From this portal you can enrol in your exams, check your past exams and your personal updated course timetable. You can access it here: my.scientificnet.org

Computer Rooms, Mailbox and Internet
Computer rooms (in Bozen-Bolzano and Brizen-Bressanone) are located in the libraries. Credentials for access are provided at the Welcome Session (for Erasmus, Bilateral Agreement and Free Mover exchange students). With the university account you are allowed to use university computers, have access to your university mailbox; use Intranet services and the wireless network. 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 (ScientificNetworkSouthTyrol) in all areas of the campus. 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 wireless connection etc. at digitalservices.scientificnet.org.
To remotely access your unibz e-mail: portal.office.com.

Printing
In order to print, you need to install IneproPrinter. You can find how to do that here: https://scientificnet.org/unibz/printer.

UNIVERSITY SERVICES

STUDYING
University Library
Libraries at all three campuses 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. They offer:
→ Electronic books and hard copies
They can be found in Primo online catalogue primo.unibz.it.
In addition, the library offers a local lending service as well as an interlibrary loan service, user training and a reference service.

→ The Reserve Collection
is used by many lecturers to publish their course material, e.g. slides, handouts, homework, student grades, and text books. Access the reserve collection by visiting the university website: reser.ric.unibz.it. Some lecturers use the Open Learning Environment (OLE): sc.unibz.it.

Language Courses at the Language Centre
The Language Centre offers non-credit language courses, international language certifications and individual counselling about language learning (due to organisational reasons, exchange students cannot attend intensive language courses held in September.)

TAKING A BREAK
UniBar
The campus bar in Bozen-Bolzano gives you a 20% discount when you pay with your student card.
LIFE BEYOND ACADEMICS

University Canteens
The university canteens in Bozen-Bolzano and Brixen-Bressanone offer seven different menus at a very modest price. You can choose between a first course with two sides (€ 2.08), a second course with two side dishes (€ 3.70), a first and second course with two side dishes (€ 4.42), with small salad and dessert/fruit. You also have the possibility to choose the "Pizza Menu" consisting of a pizza with salad at the University (€ 3.70). Drinks and bread are included in the price.

→ Bozen-Bolzano campus
Monday-Saturday 11:30 - 14:30
Monday-Friday 18:30 - 20:30 (closed during the summer)
On the ground floor of the A building next to the main entrance and the Drills

→ Brixen-Bressanone campus
Monday-Saturday 11:45 - 14:00
Basement of the main university building

→ Bruneck-Brunico campus
Monday-Friday 11:30 - 12:30
Ursluninemensa-Mensa delle Orsoline, Parco Tscharschenthaler-Park 1, Bruneck-Brunico

STUDENT ASSOCIATIONS

Exchange Students unibz
Exchange Students unibz is a non-profit student association since 2014. It offers help in the academic, social and practical integration process. This is mainly done through activities which include support in finding accommodation, cultural and social events such as trips to various places within the country, film nights, language projects and last, but not least, parties.
Get in touch with them:
https://www.facebook.com/ unusib.unibz/
https://www.instagram.com/exchangesstudents.unibz/

→ Bozen-Bolzano campus
UniParty
Lectures and library are not all that there is at uni: 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!

→ Brixen-Bressanone campus
Talia Unilife
It is the first student association in Brixen-Bressanone and was founded 2013 with the goal of supporting the idea of Campus Life: a multilingual university community operating in different contexts. Its main activity is the choir: choir-practice, exchanges with international and national choirs. Talia also collaborates with UniParty and has planned some activities such as the university paper and cineforum.

→ Brixen-Bressanone campus
Free TIME AND LEISURE

Bozen-Bolzano
Bozen-Bolzano has around 100,000 inhabitants, mainly divided between the three language groups present in South Tyrol: German, Italian and Ladin. In the whole of South Tyrol the German-speaking group makes up about 68% of the local population, the Italian group about 27% and the Ladin group about 4%. In the city of Bozen-Bolzano the proportions are almost the opposite with about 73% of the population belonging to the Italian-speaking group, compared with only 27% who belong to the German-speaking group (the Ladin group in the city is only 0.79%).

The city dates back to Roman times. In the Middle Ages it became a commercial crossroads and an important trading center across the Alps, thanks also to its geographical location. In the last two centuries it was part of the Austrian empire first, and then became part of Italy, creating a cultural mix of Italian and German cultures. Bozen-Bolzano is also famous for the magical atmosphere that spreads across the city during Christmas time.

The most popular activities in the city and the surroundings include jogging along the banks of the river Tallfer-Talvera, walking to Trento-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 areas. Here some tips for a day excursion, for little money and with public transports.

Brixen-Bressanone
Brixen-Bressanone, a bishop’s residence, is distinguished by its medieval Gothic architecture. Since the end of the Second World War Brixen-Bressanone has experienced an economic growth spurt while consolidating its artistic and cultural tradition. Initiatives in the cultural sector include exhibitions of famous artists, theatre festivals and concerts, as well as a variety of cultural projects and shows conceived and organized by young local artists. Bruneck-Brunico offers ideal conditions for practicing sport every season of the year. In winter, skiing and snowboarding are almost obligatory, especially in the area served by the excellent ski facilities of Kronplatz/Plan de Corones, otherwise one can take up cross-country skiing, ice skating or ice hockey.

More Highlights of the Area
→ Puez-Giesler Nature Park
Suggestive natural park located between Val Gardena and Alto 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.

→ Ritten-Renon Gondola
In only 1.2 minutes you reach Oberbozen-Sopra-Bolzano from the town of Bozen-Bolzano. Departures every 4 minutes.

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

→ Runkelstein-Roncolo Castle
Famous for the largest cycle of secular frescoes dating back to the 13th century. Easily reachable via shuttle bus, public transport and by foot (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 and minimum up to a maximum. Generally speaking, it is highly recommended that you can count on an amount of € 600/700 per month.

Basics
→ Clothing: shoes € 50/pair, jeans € 40-70/pair, sweater € 40-60
→ A mobile phone: € 50-400; monthly and pay-as-you-go plans: € 10-40 (e.g. of Italian providers: TIM, Vodafone, Wind, Tre, PosteMobile)
→ A laptop: € 400-1,000

Free Time
→ A movie ticket: € 8.50; an entrance card: € 50.
→ A museum ticket: € 4-10 (students can get in for free at the art museum of Bozen-Bolzano)
→ A theatre/concert ticket: € 15-50
→ A gym membership: € 60-100/month
→ A skipass during skiing season: € 15-50/day
→ A swimming pool entrance ticket: € 3-5; students up to 26 years € 5.50 (for adults); 12-entrance card € 35 for students up to 26 years (€ 55.00 for...
Free University of Bozen-Bolzano
Exchange Students Guide

HOW TO GET AROUND

By Bike
In Bozen-Bolzano, the most efficient and fastest way to move from one place to another is 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 (Bahnhofsallee-Viale della Stazione, in front of Waltherplatz-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 €).

By Public Transport
A city bus ride will cost you € 1.50. 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) which go outside the city. The tickets can be bought on the bus (with coins). It is cheaper to buy a daily ticket for € 3 (Tagesticket Stadtgebiet/biglietto giornaliero urbano) if you want to take the bus more than twice a day.
You can also buy a Prepaid Card (Werkkarte/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 be fined!).

Südtirol-Alto Adige Pass ABO+
It is the best option to move around during your stay: a prepaid pass that costs € 130 and allows you to use public transport services in South Tyrol (excluding EC and high-speed trains) 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. You can request it online: https://www.mobilitaelfaunista.info/de/tickets/suedtirol-pass-abo-plus (the form is only in Italian or German and you need your Italian tax code).

ADDITIONAL INFORMATION

SCUB membership: € 150/year

Extra Things to do for non-EU Citizens
As a 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 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:

- 1 duty stamp worth € 16 (can only be purchased in Italy);
- Copies of your passport: copies of the pages containing your personal details and the entry visa and stamp and the copies of any other pages with visas and entry and exit stamps;
- enrolment certificate from unibz (will be sent to you by the international relations office);
- a copy of the health and accident insurance policy or of your registration with the National Health Service (SSN);
- documents proving your accommodation in Italy.

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
- Maximum three days before leaving ask for a confirmation of departure, if needed, addressing the Infopoint (A1) of the International Relations Office
- Submit this Google Form to request your TOR after you've checked that all your results have been registered: goo.gl/forms/FcexU37dagC0UH4t2

PLEASE MIND THAT: The International Relations Office will send your digital transcript of records along with any certification from the Language Centre by e-mail to your home institution once all the exams you have taken and passed will have been registered (from that date after max. 5 weeks).
**SERVICES AND USEFUL ADDRESSES**

### UNIBZ SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Tel.:</th>
<th>Fax.:</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>International Relations</strong></td>
<td>Universitätsplatz 1 - piazza Università, 1</td>
<td>+39 0471 012 500</td>
<td>+39 0471 012 509</td>
<td><a href="mailto:international.relations@unibz.it">international.relations@unibz.it</a></td>
</tr>
<tr>
<td><strong>Advisory Service</strong></td>
<td>Universitätsplatz 1 - piazza Università, 1</td>
<td>+39 0471 012 100</td>
<td>+39 0471 012 109</td>
<td><a href="mailto:study@unibz.it">study@unibz.it</a></td>
</tr>
<tr>
<td><strong>Student Secretariat Bozen-Bolzano</strong></td>
<td>Universitätsplatz 1-piazza Università, 1</td>
<td>+39 0471 012 200</td>
<td>+39 0471 012 209</td>
<td><a href="mailto:studsec@unibz.it">studsec@unibz.it</a></td>
</tr>
<tr>
<td><strong>Student Secretariat Brixen-Bressanone</strong></td>
<td>Regensburger Allee 16 - viale Ratisbona, 1</td>
<td>+39 0472 012 200</td>
<td>+39 0472 012 209</td>
<td><a href="mailto:studsecBX@unibz.it">studsecBX@unibz.it</a></td>
</tr>
<tr>
<td><strong>Secretariat at the Bruneck-Brunico Campus</strong></td>
<td>Bachelor in Tourism, Sport, and Event Management</td>
<td>Universitätsplatz 1 - piazzetta Università, 1</td>
<td>+39 0474 013 600</td>
<td><a href="mailto:tourism@unibz.it">tourism@unibz.it</a></td>
</tr>
<tr>
<td><strong>Language Centre</strong></td>
<td>Universitätsplatz 1 - piazza Università, 1</td>
<td>+39 0471 012 400</td>
<td>+39 0471 012 409</td>
<td><a href="mailto:language.centre@unibz.it">language.centre@unibz.it</a></td>
</tr>
<tr>
<td><strong>Infopoint Bozen-Bolzano</strong></td>
<td>Universitätsplatz 1 - piazza Università, 1</td>
<td>Mon 10:00 – 12:00</td>
<td>Tue, Thu 14:00 – 16:00</td>
<td></td>
</tr>
<tr>
<td><strong>Infopoint Brixen-Bressanone</strong></td>
<td>Regensburger Allee 16 - viale Ratisbona, 1</td>
<td>Mon 10:00 – 12:00</td>
<td>Tue, Thu 14:00 – 16:00</td>
<td></td>
</tr>
</tbody>
</table>

### LOCAL SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Tel.:</th>
<th>Fax.:</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Italian Tax Number</strong></td>
<td>Agenzia delle Entrate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Internal Revenue Service</strong></td>
<td>G. Ambrosoli-Platz 24 - piazza G. Ambrosoli, 24</td>
<td>+39 0471 194 511</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bolzano Police Headquarter</strong></td>
<td>Quästur Bozen - Amt für Einwanderung</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bolzano Police Station</strong></td>
<td>Palatucci-Str. 1 - largo Palatucci, 1</td>
<td>+39 0471 947 611</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Brixen-Bressanone Police</strong></td>
<td>Vittorio-Veneto-Str. 67 - via Vittorio Veneto, 67</td>
<td>+39 0472 824 611</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Health Care</strong></td>
<td>Bolzano Police Headquarter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>South Tyrolean Health System and Authorities</strong></td>
<td>Bolzano Police Station Brixen-Bressanone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bruneck-Brunico</strong></td>
<td>Policeman - Via Paternstein 1 - vicolo dei Frati, 3</td>
<td>+39 0474 586 506</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Opening Hours

- **Italian Tax Number**
  - Mon, Thu 8:30-13:30
  - Tue, Wed, Fri 8:30-13:00
  - [August: 8:30-13:00]
- **Internal Revenue Service**
  - Mon - Fri 8:30-12:00
  - Mon and Wed 14:00-15:30
  - [August: 8:30-13:00]
- **Bolzano Police Station**
  - Mon - Fri 8:30-12:00
  - Thu 15:00-17:00
  - [only to collect permits that are ready]
- **Brixen-Bressanone Police Station**
  - Mon - Fri 8:30-12:00
  - Thu 15:00-17:00
- **Health Care**
  - Mon - Fri 8:00-12:30
  - Thu also 14:30-16:30
- **Bolzano Police Station Brixen-Bressanone**
  - Mon - Fri 8:00-12:00
  - Thu 10:00-18:00
  - Fri 8:00-11:00
- **Bruneck-Brunico**
  - Mon - Fri 8:00-12:45
  - Mon also 13:45-16:00