

Info Session for Incoming Students

Where to begin (online information):

This is the starting point for finding all the information you need for your studies:

<https://www.unibz.it/en/services/info-for-students/>

1 - Your unibz email account

University correspondence and information are mostly sent by email.

So please **CHECK YOUR E-MAIL REGULARLY**, as important changes and updates will come through this channel e.g. last-minute changes to lectures, exam enrolment, etc..

2 - Study Programmes

Please note: the Faculty of Economics and Management operates on two campuses; the main one is in Bozen/Bolzano and the other is in Bruneck/Brunico.

The Faculty of Economics and Management offers:

- **2 Bachelor programmes** held at the **Bozen/Bolzano campus**
- **1 Bachelor programme** held at the **Bruneck/Brunico campus**
- **4 Master programmes** held at the **Bozen/Bolzano campus**
- **1 Master programme** held at the **Bruneck/Brunico campus**
- **2 Joint Ph.D. programmes** (with University of Trento)

Incoming students can **choose courses from any of the Faculty of Economics and Management Bachelor and Master programmes.**

3 – Course enrolment

In MySNS you can choose your courses and add them to your study plan.

Deadline: 04 November, 2024.

You can find the **courses on offer** by clicking on the links below:

BACHELOR:

Bachelor of Economics and Management

<https://www.unibz.it/en/faculties/economics-management/bachelor-economics-management/course-offering/>

Faculty administrative contact: Alessandra Volpato alessandra.volpato@unibz.it

Georgina Turner georgina.turner@unibz.it

Bachelor in Economics, Politics and Ethics

<https://www.unibz.it/en/faculties/economics-management/bachelor-economics-politics-ethics/course-offering/>

Faculty administrative contact: Daniela Gianmoena daniela.gianmoena@unibz.it

Bachelor in Tourism, Sport and Event Management (BRUNECK/BRUNICO campus)

<https://www.unibz.it/en/faculties/economics-management/bachelor-tourism-sport-event-management/course-offering/>

Faculty administrative contact: Michael Lercher michael.lercher@unibz.it

MASTER:

Master in Entrepreneurship and Innovation

<https://www.unibz.it/en/faculties/economics-management/master-entrepreneurship-innovation/course-offering/>

Faculty administrative contact: Claudia Molinari claudia.molinari@unibz.it

Master in Public Policies and Administration

<https://www.unibz.it/en/faculties/economics-management/master-public-sector/course-offering-2/>

Faculty administrative contact: Marina Fattor marina.fattor@unibz.it

Master in Accounting and Finance

<https://www.unibz.it/en/faculties/economics-management/master-accounting-finance/course-offering/>

Faculty administrative contact: Marina Fattor marina.fattor@unibz.it

Master in Data Analytics for Economics and Management

<https://www.unibz.it/en/faculties/economics-management/master-data-analytics-economics-management/course-offering/>

Faculty administrative contact: Valentina Carlotto valentina.carlotto@unibz.it

Master in Tourism Management (BRUNECK/BRUNICO Campus)

<https://www.unibz.it/en/faculties/economics-management/master-tourism-management/course-offering/>

Faculty administrative contact: Manuela Feichter manuela.feichter@unibz.it

How to access and complete your Study Plan

- go to your "MySNS": <https://my.scientificnet.org/>
- login using your university account (username@unibz.it)

The screenshot shows the 'My study plan and study career' page on the MySNS platform. The page includes a search bar, a 'STUDY BOOK' button, and a section for 'My study plan and study career' with 446 likes and a search function. Below this, there are filters for 'Status' and 'Study year', both set to 'All'. A blue bar at the bottom indicates 'External student' with '0/0 CP' and a 'MODIFY' button. A red circle highlights the 'MODIFY' button. A message at the bottom states 'No course selected.'

- click "modify"

External student

Minimum credits	Maximum credits	Selected credits	Achieved credits
0	no limit	0	0

<input type="checkbox"/>	Code	Description	Passed	Credit points
<input type="checkbox"/>	25449	Academic Writing and Research Skills		6
<input type="checkbox"/>	25402	Advanced Accounting		6
<input type="checkbox"/>	25401	Advanced Corporate Finance (FIN I)		9
<input type="checkbox"/>	25400	Advanced Financial Statement Analysis		6
<input type="checkbox"/>	25441	Advanced Strategic Management (curr. DCA)		6
<input type="checkbox"/>	30188	Aktuelle Aspekte des Sportmanagements		6

CANCEL SAVE

- choose the courses from the list you have inserted in your study plan and then click on "save"
- **Important:** If you want to choose other courses offered by **other Faculties programmes** at the Free University of Bozen-Bolzano, you have to move to the bottom of the list of courses offered:

<input type="checkbox"/>	27165	Wine Economics		6
<input type="checkbox"/>	27165	Wine Economics		6
<input type="checkbox"/>	27165	Wine Economics		6
<input type="checkbox"/>	27226	Wissenschaftstheorie und Ethik		7
<input type="checkbox"/>	27251	Wissenschaftstheorie und Ethik		6

Send a custom request to choose a course which does not appear in this list, i.e. offered by another degree course. At the end of the period foreseen for the choice of the optional courses, the faculty secretariat will inform you whether the specified course can be added to your study plan.

SEND A REQUEST

CANCEL SAVE

Click on "send request" ...

Request

Course *

Motivation *

Free choice ⓘ Non-curricular ⓘ

CANCEL SUBMIT

Insert the course code and name under "Course" and your motivation.
 Click on "submit"

4 – Your Study plan

Check if all the chosen courses are listed in your study plan.

5 – Learning Agreement

If you need to submit **your Learning Agreement** (LA),

- for **Bozen/Bolzano** please send it (or the OLA link) by e-mail to ECO_BZ_IncomingMobility@unibz.it
- for **Bruneck/Brunico**, please send it (or the OLA link) by e-mail to eco_bk_exchangemobility@unibz.it

The digitally signed document at unibz is considered the same as an ink signed document.

IMPORTANT: Please make sure that your online study plan corresponds to the signed LA

Deadline for submitting LA: 14 October 2024

Should you want to add or delete any courses after this date, please contact the Faculty Administration directly, where your study plan can be updated.

6 – Lecture timetable and office hours

Classes are usually scheduled as follows:

Monday to Saturday - morning: 8 am-10 am, 10 am-12 pm (occasionally from 10 am-1 pm)

afternoon: 2 pm-4 pm, 4 pm-6 pm (occasionally from 1 pm-4 pm and 6 pm-8 pm)

The lecture **schedules are often irregular** and can change during the semester. So, please check the timetable regularly!

You can refer to [your individual timetable](#): you might need to add some of the courses you have enrolled for. You can do this by clicking on "customize timetable" and then add the course to the timetable".

my SNS | Home > Individual Timetable | EN

EXPORT | CUSTOMIZE TIMETABLE

Individual Timetable | 77 likes | Leave a feedback | News

Edit Timetable
Add course to the Timetable

01.09.2021 - 30.09.2021

today | this week | this month

ALL

Wednesday, 01.09.2021

08:30 10:30	EXAM English - Specialized Language course for Economics E-2 EXAM Dott. Maria Chiara Rusca	Online Teaching Event
08:30 10:30	EXAM-English-Foreign Language - Communication and Presentation Skills in Specialized Language E-2 EXAM Dott. Maria Chiara Rusca	Online Teaching Event

7 – Teaching Material and Announcements

In the Reserve Collection, which can be found on the unibz-library page, you can find the following:

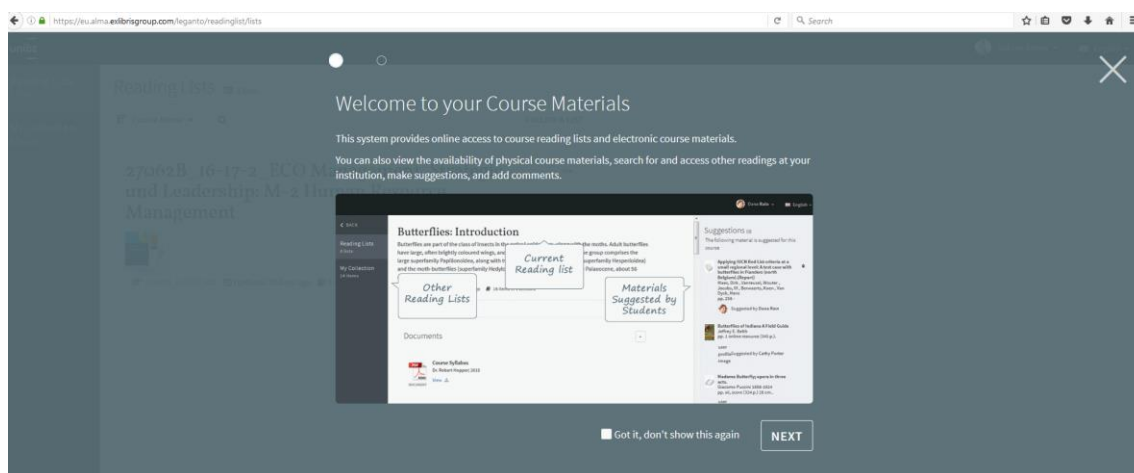
- all course descriptions
- teaching material
- slides
- particular notes published by the lecturer
- announcements
- grading

For further information:

<https://www.unibz.it/en/services/library/new-rc/>

Login:

<http://rc.unibz.it/>



8 - Exams

Exams have to be taken in person (not online):

At the end of each course, an exam is scheduled in one of the exam sessions.

All exams are **written** and are held in the course's official language. Only language course exams include an oral exam.

To be able to take an exam, YOU HAVE to ENROL for it!

You will receive an **e-mail** with further information about **2 weeks before the start of the exam session**. Exam enrolment (or cancellation of enrolment) must be done **at least 5 days before the exam date**.

You can only enrol on an exam after completing the course evaluation. If you haven't completed the course evaluation, then the line will be highlighted in red, and a link will take you to the evaluation page.

The enrolment or un-enrolment procedure can only be considered completed if you receive a confirmation e-mail. Please keep the confirmation e-mail as this should be provided in case of any problems.

Please make sure to **bring your student card when you sit an exam** (for identification purposes).

9 - Grades

In Italian universities, exams are graded on a 30-point scale ("trentesimi"):

- 30/30 is the highest grade, to which "cum laude" (with honours) can be added when the student's performance is considered exceptional
- 18/30 is the lowest passing grade

Your exam results are automatically displayed in your online study career (in MySNS) as soon as professor puts in the grades.

10 - Language courses at the Language Centre

The **Faculty of Economics and Management** offers some intermediate and advanced level technical language courses in English, German and Italian which focus on specific terminology. For information about these courses (which give credits) have a look at the course description or refer via mail to Eco Exchange Mobility Mailboxes.

The **Language Centre** offers general language courses in Italian, German and English as well as other languages: <https://next.unibz.it/en/home/organisation/language-centre/>

You will not receive any ECTS credits for these courses.

The Language Centre also offers language advisory sessions and placement tests.

To enroll on any of these courses, please contact the Language Centre directly: language.centre@unibz.it

Faculty of Economics and Management – Administrative contacts:

Bozen/Bolzano campus: Loris Vigna & Georgina Turner

Bruneck/Brunico campus: Manuela Feichter

IMPORTANT: When sending e-mails to us, please use the following e-mail addresses:

For BOZEN/BOLZANO: ECO_BZ_IncomingMobility@unibz.it

For BRUNECK/BRUNICO: eco_bk_exchangemobility@unibz.it

Need some help or advice? Then book a consultation here:

For Bozen/Bolzano:

<https://outlook.office365.com/owa/calendar/FacultyofEconomicsandManagementSecretariatBZ@scientificnet.onmicrosoft.com/bookings/>

For Bruneck/Brunico:

<https://outlook.office365.com/owa/calendar/TourismSecretariatBK@scientificnet.onmicrosoft.com/bookings/>

General information and opening hours:

<p><u>Bozen/Bolzano</u></p> <p>Universitätsplatz/Piazza Università 1, Building E – 4th floor 39100 Bozen/Bolzano</p> <p>tel.: +39 0471 013 000 (General) or +39 0471 013005 (Loris, direct) +39 0471 017945 (Georgina, direct)</p> <p>General e-mail address: schoolofeconomics@unibz.it</p> <p>Faculty website: https://next.unibz.it/en/faculties/economics-management/</p>	<p>Faculty Administration opening hours:</p> <p>Monday & Wednesday: 10:00-12:00 Tuesday: 10:00-12:00 (online) Thursday: 14:00-16:00 Friday: 10:00-12:00 (online)</p>
<p><u>Bruneck/Brunico</u></p> <p>Universitätsplatz/Piazzetta dell'Università 1, 39031 Bruneck/Brunico</p> <p>tel.: +39 0474 013600 (General) or +39 0474 013 612 (Manuela, direct)</p> <p>General e-mail address: tourism@unibz.it</p> <p>Faculty website: https://next.unibz.it/en/faculties/economics-management/</p>	<p>Faculty Administration opening hours:</p> <p>Monday, Wednesday: 10:00-12:00 Tuesday: 10:00-12:00 (online) Thursdays: 14:00-16:00 Friday: 10:00-12:00 (online)</p> <p>We are available by telephone: from Monday to Friday 08:30-12:30 / 14:00-17:00</p>