

# 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:

[Incoming Exchange Students / Free University of Bozen-Bolzano](#)

## 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 the following:

### Bachelor programmes:

- **2 Bachelor programmes** held at the **Bozen/Bolzano campus**
- **1 Bachelor programme** held at the **Bruneck/Brunico campus**

### Master programmes:

- **4 Master programmes** held at the **Bozen/Bolzano campus**
- **1 Master programme** held at the **Bruneck/Brunico campus**

### Ph.D. programmes

- **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 starting from 4<sup>th</sup> March 2026.

**Please make sure that you complete your study plan on mySNS by 19 April, 2026.**

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

### **BACHELOR PROGRAMMES:**

#### **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](mailto:alessandra.volpato@unibz.it)

Georgina Turner [georgina.turner@unibz.it](mailto: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](mailto:daniela.gianmoena@unibz.it)

Valeria Angelone [Valeria.Angelone@unibz.it](mailto:Valeria.Angelone@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: Michaela Kehrer [Michaela.Kehrer@unibz.it](mailto:Michaela.Kehrer@unibz.it)

Michaela Ploner [Michaela.Ploner@unibz.it](mailto:Michaela.Ploner@unibz.it)

### **MASTER PROGRAMMES:**

#### **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](mailto: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](mailto: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: Lorenzo Raffaelli [Lorenzo.Raffaelli@unibz.it](mailto:Lorenzo.Raffaelli@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](mailto:valentina.carlotto@unibz.it)

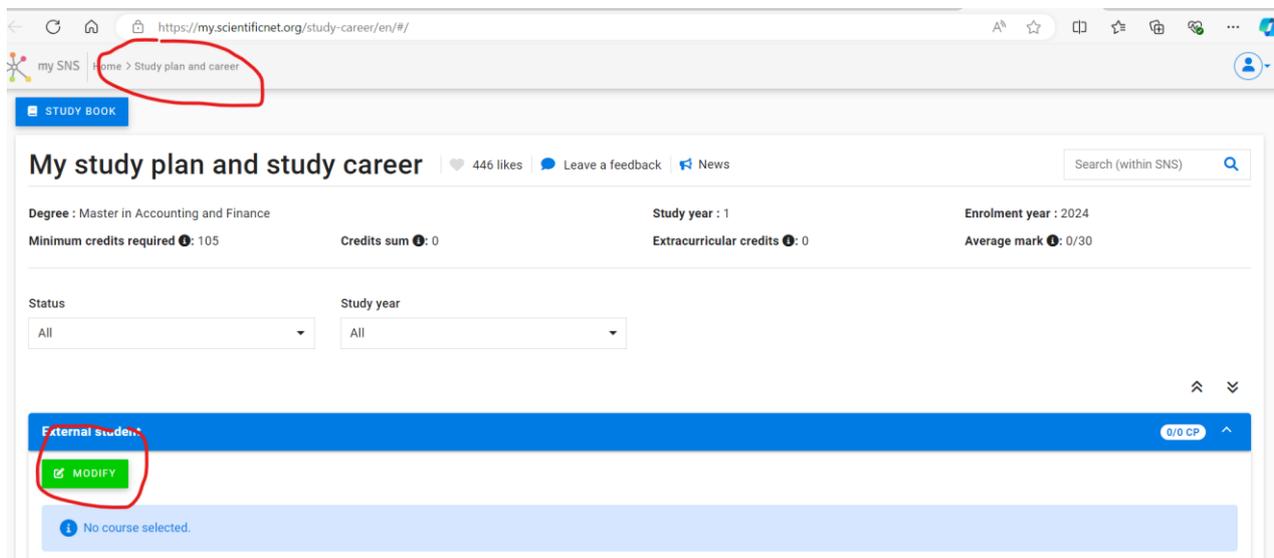
#### **Master in Tourism Management (BRUNECK/BRUNICO Campus)**

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

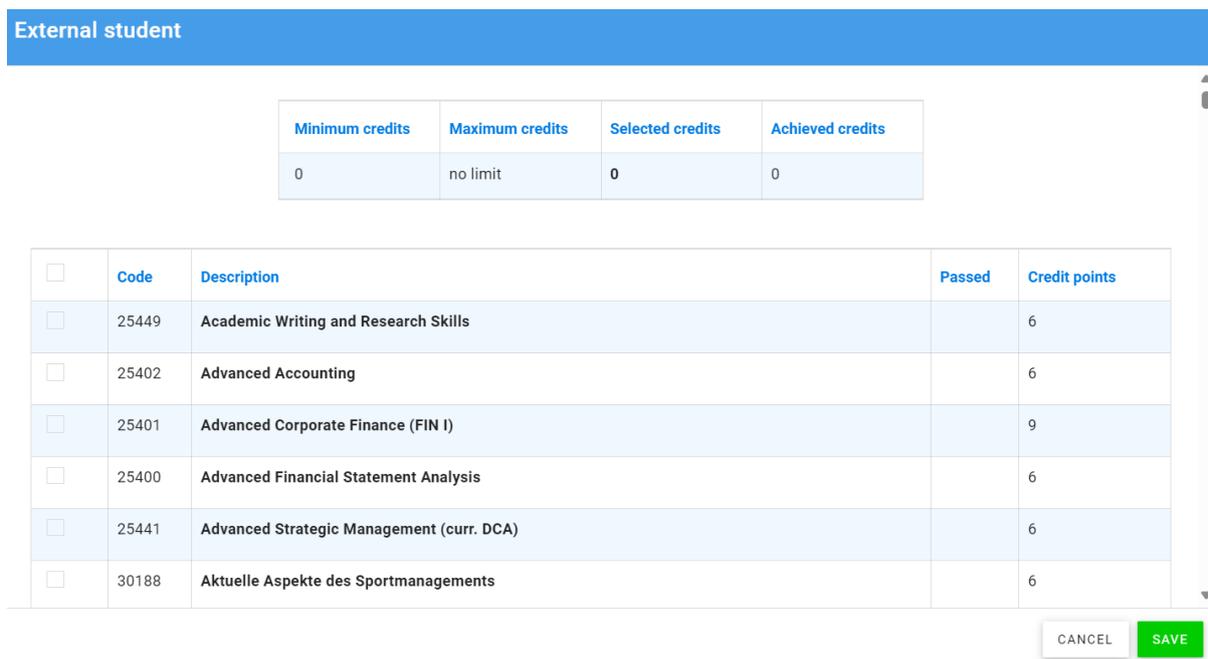
Faculty administrative contact: Michaela Kehrer [michaela.kehrer@unibz.it](mailto:michaela.kehrer@unibz.it)

## How to access and complete your Study Plan

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



- click "modify"



- 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, please get in touch with us at [ECO\\_BZ\\_IncomingMobility@unibz.it](mailto:ECO_BZ_IncomingMobility@unibz.it)

## 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](mailto:ECO_BZ_IncomingMobility@unibz.it)
- for **Bruneck/Brunico**, please send it (or the OLA link) by e-mail to [eco\\_bk\\_exchangemobility@unibz.it](mailto: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 study plan in mySNS corresponds with your signed Learning Agreement**

### Deadline for submitting Learning Agreement: 19 April 2026

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 - 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)

\*please note that on some Mondays there are language courses (run by the Language Centre) all morning, so lectures begin after 12:30.

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 on. You can do this by clicking on "customize timetable" and then add the course to the timetable".

The screenshot shows the 'Individual Timetable' page in mySNS. At the top left, there is an 'EXPORT' button and a 'CUSTOMIZE TIMETABLE' button, both circled in orange. At the top right, there is a button labeled 'Edit Timetable' with a sub-option 'Add course to the Timetable', also circled in orange. The main content area shows a calendar view for 'Wednesday, 01.09.2021'. Two exam events are listed:

Time	Event	Location
08:30 - 10:30	EXAM English - Specialized Language course for Economics E-2	Online Teaching Event
08:30 - 10:30	EXAM-English-Foreign Language - Communication and Presentation Skills in Specialized Language E-2	Online Teaching Event

## 7 – Teaching Material and Communications

Professors use the following channels to upload course materials and communications:

- Teams
- OLE – Open Learning Environment: [Online Learning](#)
- Reserve Collection - [The Reserve Collections / Free University of Bozen-Bolzano](#)

## 8 - Exams

**All exams must be taken in person (not online):**

At the end of each course, an exam is scheduled in one of the exam sessions (May or June/July).

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 MUST ENROL!**

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 evaluation is your chance to tell us if the course is well structured or not and if professor is doing a good job or not. It is completely anonymous and the data is aggregated, so do not be afraid to be honest: you will help us to improve!

**The enrolment or un-enrolment procedure can only be considered complete if you receive a confirmation e-mail.** Please keep the confirmation e-mail should there be 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: [Language Centre / Free University of Bozen-Bolzano](#)

**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](mailto:language.centre@unibz.it)

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## **CONTACT INFORMATION**

**Faculty of Economics and Management – Administrative contacts:**

**Bozen/Bolzano campus: Loris Vigna & Georgina Turner**

**Bruneck/Brunico campus: Brigitte Valentini**

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

**For BOZEN/BOLZANO: [ECO\\_BZ\\_IncomingMobility@unibz.it](mailto:ECO_BZ_IncomingMobility@unibz.it)**

**For BRUNECK/BRUNICO: [eco\\_bk\\_exchangemobility@unibz.it](mailto: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:**

### **Bozen/Bolzano**

Universitätsplatz/Piazza Università 1,  
Building E – 4<sup>th</sup> floor  
39100 Bozen/Bolzano

tel.: +39 0471 013 000 (General)  
or +39 0471 013005 (Loris, direct)  
+39 0471 017945 (Georgina, direct)

General e-mail address:

[schoolofeconomics@unibz.it](mailto:schoolofeconomics@unibz.it)

Faculty website:

<https://next.unibz.it/en/faculties/economics-management/>

Faculty Administration opening hours:

Monday & Wednesday: 10:00-12:00

Tuesday: 10:00-12:00 (online)

Thursday: 14:00-16:00

Friday: 10:00-12:00 (online)

## **Bruneck/Brunico**

Universitätsplatz/Piazzetta dell'Università 1,  
39031 Bruneck/Brunico

tel.: +39 0474 013600 (General)  
or +39 0474 013605 (Brigitte, direct)

General e-mail address:

[tourism@unibz.it](mailto:tourism@unibz.it)

Faculty website:

<https://next.unibz.it/en/faculties/economics-management/>

Faculty Administration opening  
hours:

Monday, Wednesday: 10:00-12:00

Tuesday: 10:00-12:00 (online)

Thursdays: 14:00-16:00

Friday: 10:00-12:00 (online)

We are available by telephone:

from Monday to Friday 08:30-

12:30 / 14:00-17:00