

Study Manifesto

# BACHELOR IN ECONOMICS AND MANAGEMENT

2019/20 academic year

## Course outline

|                            |  |
|----------------------------|--|
| Faculty                    | Economics and Management (campus Bozen-Bolzano)                                  |
| Degree class               | L-18   |
| Length                     | 3 years  |
| Credit points              | 180 (based on the European Credit Transfer System)                               |
| Languages used in teaching | German, Italian, English   |
| Admission title            | Italian secondary school qualifications or equivalent certificates gained abroad |
| Language requirements      | Knowledge of at least 2 teaching languages (level B2)                            |
| Study places               | 150 EU + 5 Non EU  |
| Admission procedure        | High School grades and further language knowledge                                |
| Deadline for application   | 1st Session: 26 April 2019 noon<br>2nd Session: 11 July 2019 noon                |
| Deadline for enrolment     | 1st Session: 26 July 2019 noon<br>2nd Session: 8 August 2019 noon                |
| Tuition fees               | 1347,50 Euro per year  |
| Begin of language courses  | 9 September 2019   |
| Classes start              | 30 September 2019  |
| Notes                      | Subject to approval of the Ministry  |

Subject to change

# BACHELOR IN ECONOMICS AND MANAGEMENT

## Bachelor class: L-18

This three-year programme focuses on understanding economic phenomena from all their different perspectives so that after graduation you will have acquired the knowledge that is sought after in the national and global job market. The first two years include courses in economics, accounting, management, maths, informatics, law and statistics so as to provide you with a solid foundation for the third year. Depending on the profession you would like to enter, you can then choose, in the third year, specialised courses to further increase your knowledge in the areas of econometrics, finance, accounting, law and management.

## Career opportunities

You can continue your studies in postgraduate programmes or enter the job market as junior manager in companies operating in various sectors, such as the banking or financial sector, or in public administration. With its strong international perspective and its trilingual model, this programme prepares you for managerial positions in private or public organisations all over the world.

## Languages used in Teaching

The languages used in teaching are German, Italian and English. Each course is held in just one of the three official languages although the lecturer reserves the right to use the other two languages for certain parts of the course. However, the examination must be held in the official language of the course.

## Fixed intake

The available study places for the 2019/20 academic year are:

|                         | EU citizens<br>(and citizens given parity of<br>treatment) | non-EU citizens<br>(resident abroad) |
|-------------------------|--|--------------------------------------|
| 1 <sup>st</sup> session | 110  | 5                                    |
| 2 <sup>nd</sup> session | 40   | 0                                    |
| <b>Total</b>            | <b>150</b>   | <b>5</b>                             |

## STUDY PLAN

The workload for each credit point (CP) corresponds to 25 hours of work, of which between 13 and 19 hours are reserved for personal study or other individual training activities.

The language used in teaching each subject (Italian/German/English) will be announced at the beginning of the academic year.

You must demonstrate proficiency in the official teaching language of the course at least at the B1 level of the Common European Framework of Reference in order to sit the relevant exam.

The calendar detailing lecture halls and lecture times can be found on the website <https://www.unibz.it/en/timetable/>.

| Subjects  | CP                               |
|---|----------------------------------|
| <b>1st year</b>   |                                  |
| 27322 Microeconomics  | 8                                |
| 27004 Introduction to Accounting  | 8                                |
| 27002 Mathematics for Economists  | 12                               |
|   | M-1 Mathematics for Economists 6 |
|   | M-2 Mathematics for Economists 6 |
| 27323 Macroeconomics  | 8                                |
| 27324 Computer Science  | 5                                |
| 27005 Introduction to Management  | 8                                |
| 27325 Italian (Foreign Language) - Specialized Language course  | 4<br>+<br>4                      |
| 27326 German (Foreign Language) - Specialized Language course   |                                  |
| 27327 English (Foreign Language) - Specialized Language course  |                                  |
| You have to pass two of the three exams, but cannot choose the language in which you sat your final exam at secondary school.   |                                  |
| If you have obtained your secondary school leaving qualification at one of the trilingual secondary schools of the Ladin areas of South Tyrol, you must choose the language, besides English, in which you intend to sit the exams of the mandatory language courses. You have to communicate your option to the Faculty Secretariat by the deadline established. |                                  |
| If you have obtained your secondary school leaving qualification in a language different from the three official teaching languages of unibz, you must choose the languages in which you intend to sit the exams  |                                  |

|   |                          |   |             |
|---|--------------------------|---|-------------|
| of the mandatory language courses. You have to communicate your option to the Faculty Secretariat by the deadline established.  |                          |   |             |
| <b>2nd year</b>   |                          |   |             |
| 27328 Introduction to Legal Systems   | M-1 Public Economic Law  | 6 | 12          |
|   | M-2 Private Law          | 6 |             |
| 27329 Marketing and Strategic Management  | M-1 Marketing            | 6 | 12          |
|   | M-2 Strategic Management | 6 |             |
| 27330 Financial Analysis  |                          |   | 6           |
| 27010 Statistics  |                          |   | 6           |
| 27331 Mathematics of Finance  |                          |   | 6           |
| 27332 Italian (Foreign Language) - Advanced Specialized Language course   |                          |   | 3<br>+<br>3 |
| 27333 German (Foreign Language) - Advanced Specialized Language course  |                          |   |             |
| 27334 English (Foreign Language) - Advanced Specialized Language course   |                          |   |             |
| You have to pass two of the three exams, but cannot choose the language in which you sat your final exam at secondary school.<br>If you have obtained your secondary school leaving qualification at one of the trilingual secondary schools of the Ladin areas of South Tyrol, you must choose the language, besides English, in which you intend to sit the exams of the mandatory language courses. You have to communicate your option to the Faculty Secretariat by the deadline established.<br>If you have obtained your secondary school leaving qualification in a language different from the three official teaching languages of unibz, you must choose the languages in which you intend to sit the exams of the mandatory language courses. You have to communicate your option to the Faculty Secretariat by the deadline established. |                          |   |             |
| Free choice courses, provided that they are related to the degree<br>(The Faculty Council decides every year which free choice courses will be offered).  |                          |   | 12          |
| Internship  |                          |   | 6           |
| <b>3rd year</b>   |                          |   |             |
| 27021 Economic Policy   |                          |   | 6           |
| 27022 Industrial Economics  |                          |   | 6           |
| 27012 Business Law  |                          |   | 6           |
| Typical Subjects<br>You may choose one of the following:<br>27335 Intermediate Financial Accounting<br>27336 Management Accounting and Control<br>27337 Auditing<br>27338 Financial reporting for multinationals  |                          |   | 6           |
| Typical Subjects<br>You may choose one of the following:<br>27339 Entrepreneurship and Innovation Management<br>27340 International Management<br>27341 Management of SMEs<br>27342 Operations Management   |                          |   | 6           |
| Typical Subjects<br>You may choose one of the following:<br>27343 Financial Risk Management<br>27344 Financial systems and Financial Markets<br>27345 Banking and Corporate Finance<br>27346 International Finance  |                          |   | 6           |
| Complementary Subjects<br>You may choose one of the following:<br>27347 Econometrics for Economics<br>27348 Econometrics for Finance  |                          |   | 6           |
| Complementary Subjects<br>You may choose two exams from one or both of the following groups:<br><b>Law</b><br>27349 Contract law (6 CPs)<br>27350 Bankruptcy Law (6 CPs)<br>27351 Law of Banking and Finance (6 CPs)<br>27352 Public and Administrative Law (6 CPs)<br><b>Business Economics</b><br>27353 Italian Accounting Standards (6 CPs)<br>27354 Financial Statement Analysis (6 CPs)<br>27355 Human Resources and Organization (6 CPs)  |                          |   | 12          |
| Final thesis  |                          |   | 3           |
| <b>Sum</b>  |                          |   | <b>180</b>  |

Although no prerequisites are formally required, professors reserve their right to suggest the courses to be followed before their own lectures.

## ADMISSION REQUIREMENTS

Admission to a Bachelor requires the possession of one of the following qualifications:

- a) five-year secondary school leaving certificate (Italian system)
- b) four-year secondary school leaving certificate (Italian system), with or without a certificate of competence issued at the end of the supplementary year; if this certificate is not available, the evaluation committee reserves the right to evaluate your overall preparation and to identify any educational debts to be recovered during the first year of the course;
- c) university degree (regardless of the secondary school leaving certificate owned) (Law nr. 910/1969 art. 1)
- d) foreign qualification, recognised as equivalent.

Foreign qualifications are considered as equivalent if obtained after 12 years of schooling. In this case you furthermore must have attended at least the last biennium in the foreign school system (e.g. Irish Leaving Certificate: it is not sufficient to attend one year and obtain the foreign qualification).

If the qualifications were gained after fewer than 12 years, the Ministry's provisions will be applied.

The Ministry of Education, University and Research provides special admission requirements for holders of certain qualifications (American high school diplomas, British qualifications, Greek qualifications). Get more information from the Student Secretariat.

Concurrent enrolment at several universities or in several courses at the same university is not allowed. Concurrent enrolment at universities and at higher education institutions for music and dance (e.g. music academy) is on the contrary allowed under specific conditions (Ministerial Decree 28.09.2011; get more information from the Student Secretariat).

## LANGUAGE REQUIREMENTS FOR ADMISSION

The official teaching languages are **Italian, German and English**, and the following language requirements apply:

| LANGUAGE     | MINIMUM ENTRY LEVEL | AFTER ONE YEAR | MINIMUM EXIT LEVEL |
|--------------|---------------------|----------------|--------------------|
| 1st language | B2                  | - - -          | C1                 |
| 2nd language | B2                  | - - -          | C1                 |
| 3rd language | - - -               | B1             | B2                 |

Your first language is the language in which you have the highest level of proficiency (B2 or C1). Your third language is instead the language in which you are weaker (or in which you are an absolute beginner).

If you are not able to certify the above-indicated entry level, you cannot be admitted. By the end of your first year, you must have certified B1 level of proficiency in your third language. By the end of your undergraduate degree, you must be able to demonstrate the above-indicated exit language levels.

The six levels of the Common European Framework of Reference are:

A1-A2: Basic Users

B1-B2: Independent Users

C1-C2: Proficient Users.

**Please note:** Non-EU citizens resident abroad must also sit a separate Italian language test before they can enrol. Further information is available on the University's website

<https://www.unibz.it/en/applicants/international-applicants/bachelor-and-master-programmes/>

## HOW TO DEMONSTRATE LANGUAGE PROFICIENCY

You must first log in to the Application Portal available at [www.unibz.it](http://www.unibz.it)

Once registered, you must:

- fill in the application form,
- upload your language certificates and/or enrol for the language exams offered by the Language Centre.

### PROFICIENCY REQUIRED FOR ADMISSION (TWO LANGUAGES AT LEVEL B2)

You can demonstrate language proficiency in the following ways:

- a) you declare, in the application portal, that Italian, German or English is or was the main teaching language in your final highschool year (corresponds to level C1).
  - o In case of Ladin upper secondary school: If your highschool was one of the trilingual secondary schools in the Ladin valleys of South Tyrol, this will be accepted as demonstrating proficiency in both German and Italian (corresponds to level B2 for both languages).
  - o In in the event that the upper secondary school was in a foreign country: If the foreign language proficiency levels (for German, Italian, or English) obtained during the studies are explicitly indicated on the diploma of graduation according to the Common European Framework of Reference (i.e., B1, B2 or C1), and if all four language abilities (reading, listening, speaking, writing) have been assessed, then the indicated levels can be used to certify the satisfaction of the University language requirements for the second and/or third language. In this case, we recommend that you upload your diploma under "language certificates" in the application portal, indicating the language and the level that you have achieved;
- b) you declare, in the application portal, to be awarded an undergraduate or postgraduate degree in Italian, German or English (corresponds to level C1).
  - o Unibz graduates must certify the language levels achieved by the end of their studies by uploading the relevant certificates and/or by declaring that they have passed language exams at the unibz Language Centre (B2, B2+ or C1);
- c) you upload, in the application portal, a recognized certificate (see <https://www.unibz.it/en/services/language-centre/study-in-three-languages/>). If you can't upload the certificates, you can send them by e-mail as PDF files or deliver them in person to the Language Centre. The certificates can be uploaded or forwarded during the following periods:
  - o **1 March - 26 April 2019**, 12.00 midday (for applicants of the 1<sup>st</sup> and 2<sup>nd</sup> session)
  - o **20 May - 11 July 2019**, 12.00 midday (for applicants of the 2<sup>nd</sup> session)
- d) you pass a language exam organised by the Language Centre of unibz. Enrolment for these exams is done online through the application form:
  - o **15-16 March 2019** during the Open Day (enrolment from 01.03. to 11.03.2019) (valid for the 1<sup>st</sup> and 2<sup>nd</sup> session)
  - o **11-12 April 2019** (enrolment from 22.03. to 07.04.2019) (valid for the 1<sup>st</sup> and 2<sup>nd</sup> session)
  - o **2-3 July 2019** (enrolment from 20.05. to 26.06.2019) (valid for the 2<sup>nd</sup> session only)

If necessary, the exam sessions in April and July will be extended by one day and then possibly take place on 13 April and 4 July.

**Please note:** it is not possible to register for the language exams outside the periods indicated above. If you start an application outside a registration period for the language exams, you must return to the portal during one of the periods indicated above in order to register for an exam.

#### INFORMATION ABOUT THE LANGUAGE EXAMS OF THE LANGUAGE CENTRE OF UNIBZ

Information regarding the structure of the language proficiency exams, their duration, their administration, and typical processing time for the publication of the results can be found on the following webpage: <https://www.unibz.it/it/services/language-centre/language-exams/>. We advise that you carefully read all the information contained on that page.

Please note: In case your final title has been awarded by an Italian public establishment, certificates and diplomas must be substituted by self-declarations.

### FURTHER LANGUAGE PROFICIENCY (THIRD LANGUAGE)

If you have already acquired a certain level of language competence in the third language of tuition, i.e. your weakest language, we recommend to certify these competences as described above in letter c). If you are not able to certify your language competence in the third language of tuition and you are admitted to your studies at unibz you will have to take a placement test. You will receive an invitation to the test by e-mail. According to your actual level you will be assigned to a certain learning path so that you will be able to reach level B2 as soon as possible.

If you are an absolute beginner in the third language, or if your certifications or placement test results show a level below B2, you may attend a **three-week intensive language course** during the pre-semester session in September in order to start the learning path which aims to bring the student to the B2 level in the third language.

These courses will be offered from 9 through 27 September 2019 (3 weeks = 120 hours of lessons from Monday to Friday). There will be 6 hours of lessons per day plus 2 hours of additional linguistic activities. Besides this intensive course there will be various courses throughout the academic year and during the periods that are free of other lessons and exams.

**ATTENTION: Beginner courses (A1) will be offered exclusively during the pre-semester intensive course session in September. Beginner courses will not be offered during the academic year. For this reason, true beginners must begin their learning path for the third language during the September intensive course session.**

All of the language courses offered by the Language Centre are **free of charge** and aim to help the students reach the following target levels in the third language:

- the B1 level by the end of the first year of study
- B2 level by the end of the second semester of the second year of study.

| Learning path   | Starting from | Course modules             |                            |                            |                            | Hours of lessons |
|-----------------|---------------|----------------------------|----------------------------|----------------------------|----------------------------|------------------|
| Learning path 1 | A0            | A1.1+A1.2                  | A2.1+A2.2                  | B1.1a+B1.1b<br>B1.1a+B1.1b | B2.1a+B2.1b<br>B2.2a+B2.2b | 520              |
| Learning path 2 | A1            | A2.1+A2.2                  | B1.1a+B1.1b<br>B1.1a+B1.1b | B2.1a+B2.1b<br>B2.2a+B2.2b |                            | 440              |
| Learning path 3 | A2            | B1.1a+B1.1b<br>B1.1a+B1.1b | B2.1a+B2.1b<br>B2.2a+B2.2b |                            |                            | 320              |
| Learning path 4 | B1            | B2.1a+B2.1b<br>B2.2a+B2.2b |                            |                            |                            | 160              |

If you are not able to certify level B1 by the end of the first year of your studies, you cannot enroll for the second study year and you cannot not take degree course exams in that language.

You will also need to reach the C1-level for your **second language** by the end of your studies, otherwise you won't be able to graduate. Also in this case the Language Centre will offer modular courses to help you reach the required level.

## ONLINE APPLICATION

Your application is submitted online through the Application Portal available at [www.unibz.it](http://www.unibz.it).

You need to create an account, fill in the form online and upload the documents required as an electronic file for every selected degree course. Through the Application Portal you can also upload your language certificates or register for the language exams.

**Please note:** Mendacious declarations will be penalised by criminal penalties and will result in the automatic exclusion from the ranking list.

## ATTACHMENTS

You should upload the required attachments for every selected degree course in the portal. In the portal, you can visualize the status of your application and your attachments with the help of colours (e.g. missing documents will be highlighted in red).

Evaluation can then only take place on the basis of the documents you have uploaded by the deadline.

You have to upload:

- a passport-size colour photo;
- a photocopy of a valid identity card or passport (front/back); attention: if your document is invalid, incomplete or unreadable, you will be excluded from the admission procedure;
- the attachments listed in the section entitled "Selection procedure".

If you have gained your qualification abroad, you must also upload:

- the diploma of your qualification: if you are not yet in possession of the diploma, you can upload it upon enrolment at the very latest - until you have not uploaded your diploma, you can only gain conditional admission;

- an official translation of the qualification into Italian (not necessary for qualifications in German or English);
- the declaration of equivalent value of your qualification: if you are not yet in possession of the declaration, you can upload it upon enrolment at the very latest (see next paragraph);
- the valid permit to stay for Italy (only for non EU-citizens legally resident in Italy) – see below chapter “EU-citizens and equivalent” point 2.

**The declaration of equivalent value (not necessary for qualifications gained in Austria or Germany, but unibz reserves the right to request it in case of doubt)**

If you have a qualification from abroad, you must certify that your qualification would grant you entry to a similar university course in the country where you achieved this qualification.

For that reason you must:

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

**EU-CITIZENS AND EQUIVALENT**

Within an application session you might apply for more than one study programme. If you are excluded in the first session, you might apply again in the second one.

Please proceed in this way:

- Fill in the application form correctly and submit it by the deadline. Filled-in forms which have not been sent correctly will not be taken into consideration;
- Once the application has been sent, it cannot be modified.

**Considered as equivalent are:**

1. Citizens from Norway, Iceland, Liechtenstein, Switzerland, San Marino and Vatican;
2. Non-EU-citizens with a valid permit to stay in Italy (see article 39, paragraph 5 of decree no. 286 of 25.07.1998: “**permesso di soggiorno**” for work, family reasons, political or humanitarian asylum, religious reasons). In this case, you apply directly to the University as described above and must submit a copy of your valid permit to stay. A permit to stay for study reasons or a visa for tourism is not sufficient. If the permit deadline has expired, you must attach a renewal request. **NB:** if you do not provide the permit for one reason or another, you will be automatically considered a non-EU citizen living abroad and therefore subject to the admission procedure through the Italian authorities acting in your country of origin.

| <b>Deadlines</b>        | <b>Begin</b> | <b>End (term of exclusion)</b> |
|-------------------------|--------------|--------------------------------|
| 1 <sup>st</sup> session | 1 March 2019 | 26 April 2019, 12:00 noon      |
| 2 <sup>nd</sup> session | 20 May 2019  | 11 July 2019, 12:00 noon       |

**NON-EU-CITIZENS (RESIDENT OUTSIDE OF ITALY)**

Only one application session is offered. After the deadline it is not possible to apply anymore.

Please note: You can apply for one study programme only!

In the event of a second application, only the first one will be considered.

Please proceed in this way:

- Fill in the application form correctly and submit it by the deadline. Filled-in forms which have not been sent correctly will not be taken into consideration;
- Once the application has been sent, it cannot be modified.

| <b>Deadlines</b>    | <b>Begin</b> | <b>End (term of exclusion)</b> |
|---------------------|--------------|--------------------------------|
| Application session | 1 March 2019 | 26 April 2019, 12:00 noon      |

You will also have to **apply at the Italian authorities** (consulate or embassy) in your country. The deadlines set by the Italian Ministry of Education, Universities and Research (<http://www.studiare-in-italia.it/studentistranieri/>) must be respected. Should you not follow this procedure with your local Italian consulate, the application delivered direct to the University will be declared null and void.

## SELECTION PROCEDURE

In addition to language certification and admission requirements, you must go through a selection procedure in order to be admitted to the course.

The following criteria expressed in % are applied to obtain the final score:

- a) 90 % is obtained from the grade point average obtained in your third-last and penultimate year of secondary school. Marks for behavior, religion, physical education, music-related subjects (e.g. music, vocals, specific musical instruments) and subjects closely connected to the hotel business (e.g. kitchen area and connected areas, service area and enology etc.) are not taken into consideration.
- b) 10 % is obtained from the language knowledge of a higher level as required for admission, which are distributed as follows (max. 10 points):
  - second language C1: 5 points
  - third language B1: 2,5 points; B2 or C1: 5 points

To define the first/third language please see paragraph "Language requirements for admission". To get additional points, language certificates recognized by the Language Center of unibz will be taken into consideration as well as language exams taken in the Language Center provided that the requested level is offered.

The evaluation of the criteria mentioned above will be stated in thirtieth by the Selection Committee. You have to have at least 21/30 points to be admitted to the Bachelor in Economics and Management based on the points awarded following the evaluation criteria. The overall rating will be rounded up or down.

In the event of equal scores, applicants with a higher grade point average, calculated on the secondary school subjects taken into consideration, will be given priority. If scores are still equal, the younger applicant will have priority.

### **In the application portal, you shall:**

- Insert, using self-declaration, *your marks for the subjects of your third-last and penultimate year of school*\*. Please note: Mendacious declarations will be penalised by criminal penalties and will result in the automatic exclusion from the ranking list. (Secondary schools in Germany: please insert the marks of the "Jahreszeugnis" – should this not be available, insert the average marks of the two "Halbjahreszeugnisse" – with decimal place.)  
In the event of self-declared years being concluded abroad, a copy of the relevant school report cards must be uploaded in the portal\*;
- Upload the *official translation* of your school report cards into Italian, German or English if needed;
- Upload optionally language certificates as described in point b) under the analogous menu point.

(\*) If the applicant does not provide the marks for the third-last year and/or penultimate year of secondary school, the Selection Committee will assign a final score which corresponds to a "sufficient merit" for the high school year, for which no school report / self-declaration has been provided. If you have attended a school whose system differs substantially from the Italian system and you do not have the reports with the final marks of the third-last and/or penultimate year of study of your secondary school, the Selection Committee reserves the right to evaluate the possible final reports of the secondary school that refer to years different from the penultimate or third-last. In cases where applicants are already in possession of a university degree, the Selection Committee will consider the average of marks obtained doing university exams.

### **ADMISSION RANKING LISTS**

The Selection Committee will only evaluate the documentation uploaded in the portal by the application deadline and two admission ranking lists will be drawn up: one for EU citizens (and citizens of other countries which enjoy parity of treatment) and one for non-EU citizens resident abroad.

The ranking lists will be published on the website <https://www.unibz.it/en/applicants/ranking-lists/> and are only valid for the academic year for which they have been drawn up. Publication:

For the first application session, likely by May 17, 2019.

For the second application session, likely by July 30, 2019.

## CONFIRMATION OF STUDY PLACE AND ENROLMENT

If you have been admitted to more than one degree course, you can only confirm a study place in one of them. With this confirmation you refrain from the admission to the other degree courses and lose the right to move up in the other ranking lists.

For enrolment you need to:

1. **pay the first instalment of university fees** (747,50 €)
2. **in the application portal**, choose the course and upload **the payment receipt** (to confirm your study place). Please note that payment will only be accepted once the receipt has been uploaded in the portal - it is not enough just to make the payment, otherwise you will lose your study place!

|                                       |                                  |
|---------------------------------------|----------------------------------|
| Deadline for applicants of Session I  | <b>27 May 2019, 12:00 noon</b>   |
| Deadline for applicants of Session II | <b>8 August 2019, 12:00 noon</b> |

If you do not respect this deadline, you will automatically lose your place which will be offered to the subsequent applicant in the ranking list.

For EU citizens and equivalent only: If not all study places of Session I are occupied, any free places will be assigned in Session II.

Please note that payment does not allow you to receive student status, which will be acquired upon enrolment. If you have a confirmed study place, there will be no refund of the university fees unless you do not pass your secondary school final exam or, in the event of non-EU applicants resident abroad, you do not receive the necessary documents from the Italian authorities in your country.

3. **in the application portal, enrol online**

| <b>Deadlines</b>             | <b>Begin</b> | <b>End</b>                       |
|------------------------------|--------------|----------------------------------|
| for applicants of Session I  | 15 July      | <b>26 July 2019, 12:00 noon</b>  |
| for applicants of Session II | 30 July      | <b>8 August 2019, 12:00 noon</b> |

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

If you don't respect the deadline for enrolment, you will lose your study place, which will be offered to the subsequent applicant in the ranking list.

|  |
|--|
| <b>If you have gained your secondary school qualification abroad you must upload (if not uploaded upon application):</b>   |
| <ul style="list-style-type: none"><li>• secondary school diploma</li><li>• official translation of the secondary school diploma into Italian (translation is not necessary if the certificates have been issued in German or English)</li><li>• declaration of equivalent value of your secondary school diploma, issued by the Italian consulate or embassy abroad (not necessary for qualifications gained in Austria or Germany, but unibz reserves the right to request it in case of doubt)</li></ul> |

At the beginning of the academic year you have to submit the originals of the above mentioned documents to the Student Secretariat.

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

|  |
|--|
| <b>If you are a non-EU citizen resident abroad:</b>  |
| If you are able to be admitted to the admission procedure of the course you applied for (check the admission ranking lists), the Italian Authorities in your own country will issue you the entry visa for studies/university: this will allow you to arrive in Italy to sit the Italian-language test (for undergraduate degrees), any entrance tests you have to take, and to enrol for the course that you have applied for, after passing the selection procedure.<br>The Italian-language test, which all students applying for undergraduate courses must sit, is usually taking place at the beginning of September in Bozen-Bolzano. |
| According to Italian law, within 8 working days of your arrival in Italy, you must have applied for the permit to stay: as soon as you arrive you should go to the Advisory Service and you will be given the necessary information for starting this procedure.   |

Once you will obtain your permit of stay for Italy (permesso di soggiorno), you have to deliver it to the Student Secretariat personally or via e-mail.

**Students intending to transfer from another Italian University to unibz** have to submit to the Student Secretariat - at the beginning of the academic year - a copy of the transfer application presented at the university of origin.

## TUITION FEES

Enrolment taxes and fees for the 2019/20 academic year amount to **1.347,50 €**.

- **1<sup>st</sup> instalment** (747,50 €)\*: includes the provincial tax for the right to study of 147,50 € and a revenue stamp of 16 €.
- **2<sup>nd</sup> instalment** (600 €): must be paid by 31 March 2020.

The first instalment must be paid in order to enrol.

Delayed payment of the second instalment will result in a fine being levied. If you have not paid your taxes or other fees, you will be unable to take exams and will not be able to transfer to other universities or other degree courses.

If you drop out of a course, interrupt your studies or are excluded from studies, you are not entitled to reimbursement of fees.

Exemption from the University fees (and the provincial tax) is granted to:

- Students with a disability recognized under article 3, paragraph 1, of Law No 104/1992, or with a disability up to or exceeding 66%: the disability certificate, issued by the health authorities, must be presented at the beginning of the academic year.
- Foreign students who have been granted a scholarship from the Italian government.

Entitled to receive a refund of the tuition fees are those students who benefit from a scholarship granted by the Autonomous Province of Bozen-Bolzano (see below).

## RECOGNITION OF CREDIT POINTS

After enrolment, you can apply for recognition of the credit points gained at the end of your previous university studies, if they are compatible with the subjects offered.

You can fill out the online application using Cockpit (Intranet for students, access will be possible only after enrolment).

The Degree Council will evaluate the application and the credit points - if recognised - will be inserted in your student's career.

Further information are available in the Faculty Secretariat.

## ADVISORY SERVICE

The Advisory Service informs you about the faculties and the study programmes and provides support regarding your choice of study at the InfoPoints in Bozen-Bolzano and Brixen-Bressanone (by appointment). In many cases, a simple ring or an email is enough to get the requested information. Addresses and telephone numbers can be found on the last page of this Manifesto.

## STUDENTS WITH DISABILITIES OR LEARNING DISORDERS

Students with disabilities:

- Support during the Advisory Service will arrange the support according to your needs so that you can sit the admission exams without difficulty. You must therefore submit a certificate of disability to the Advisory Service, Piazza Università 1 – Bozen-Bolzano, either in person by appointment, or via e-mail to [study@unibz.it](mailto:study@unibz.it) or via fax ([+39 0471 012109](tel:+390471012109)), by the application deadline.
- Support while you study: please contact the Advisory Service to discuss any further support you may need throughout your time at the University.
- Exemption from tuition fees: please read the paragraph entitled "Tuition Fees".

Students with learning disorders (law n.170/2010):

- Support during the admission procedure: you are entitled to receive 30% extra time for written entrance examinations. You need to submit an evaluation that documents your learning disorder (diagnosis) in a timely manner before any language or admission exams and no later than the application deadline to the Advisory Service, Piazza Università 1 – Bozen-Bolzano, either in person by appointment, or via e-mail to [study@unibz.it](mailto:study@unibz.it) or via fax (+39 0471 012109), by the application deadline. The certification provided must have been issued by an institution recognised by your national health service and the diagnosis submitted cannot be accepted if it is more than 3 years old.
- Support while you study: please contact the Advisory Service to discuss any further support you may need throughout your time at the University.

Other forms of support are offered by the School and University Welfare Office of the Autonomous Province of Bozen-Bolzano (address and other details can be found on the last page).

## STUDY GRANTS AND STUDENT ACCOMMODATION

The School and University Welfare Office of the Autonomous Province of Bozen-Bolzano (Amt für Hochschulförderung - Ufficio per il Diritto allo Studio universitario) can be contacted for:

- **Accommodation in Bozen-Bolzano, Brixen-Bressanone and Bruneck-Brunico:** you can apply **from mid/end of May 2019**. For information on the exact date and time, please refer to the website of the School and University Welfare Office at <http://www.provincia.bz.it/diritto-allo-studio>. The assignment of accommodation in student hostels follows a first-come, first-served policy. You can find further information on the same website from mid-April;
- **Study grants:** For further information, please contact the above-mentioned office, the "Südtiroler HochschülerInnenschaft" (sh.asus) or the Movimento Universitario Altoatesino (MUA). MUA and sh.asus also offer a support service for filling in applications. Students from non-EU countries will be eligible for these study grants only after one year of regular residence in South Tyrol;
- **Refund of the provincial tax.**

Addresses and telephone contacts are indicated on the last page of this Manifesto.

# 2019/20 ACADEMIC CALENDAR

## 1st session

|  |   |
|--|---|
| Application  | 01.03. - 26.04.2019                         |
| Language tests                                       | 11. - 13.04.2019 (enrolment by: 05.04.2019) |
| Selection procedure and publication of ranking lists | by 17.05.2019                               |
| Payment of the 1st instalment of the fees            | by 27.05.2019                               |
| Enrolment  | 15.07. - 26.07.2019                         |

## 2nd session

|  |   |
|--|---|
| Application  | 20.05. - 11.07.2019                       |
| Language tests                                       | 02.-04.07.2019 (enrolment by: 24.06.2019) |
| Selection procedure and publication of ranking lists | by 30.07.2019                             |
| Payment of the 1st instalment of the fees            | by 08.08.2019                             |
| Enrolment  | 30.07. - 08.08.2019                       |

## Pre-semester

|   |                     |
|---|---------------------|
| Preparatory Course "Mathematics for Economists" (facultative) | 26.08. - 07.09.2019 |
| Intensive language courses                                    | 09. - 27.09.2019    |
| Infodays for Freshers   | 30.09. - 01.10.2019 |

## 1st semester

|                               |  |
|-------------------------------|--|
| Classes                       | 30.09. - 21.12.2019  |
| Exams (extraordinary session) | 12. - 21.12.2019   |
| Christmas holidays            | 24.12.2019 - 06.01.2020  |
| Classes                       | 07.01. - 18.01.2020  |
| Exams                         | 20.01. - 08.02.2020 (1st study year)<br>20.01. - 15.02.2020 (years after the first study year) |

## 2nd semester

|                               |                     |
|-------------------------------|---------------------|
| Classes                       | 24.02. - 09.04.2020 |
| Easter holidays               | 10.04. - 13.04.2020 |
| Classes                       | 14.04. - 13.06.2020 |
| Exams (extraordinary session) | 18. - 30.05.2020    |
| Exams                         | 15.06. - 11.07.2020 |

## Autumn session

|       |  |
|-------|--|
| Exams | 24.08. - 12.09.2020 (1st study year)<br>24.08. - 26.09.2020 (years after the first study year) |
|-------|--|

## FOR FURTHER INFORMATION

| WHO?  | WHAT?   | WHERE?  | WHEN?  |
|---|---|---|--|
| <b>Advisory Service</b><br>Tel. +39 0471 012 100<br><a href="mailto:study@unibz.it">study@unibz.it</a>  | General information and course guidance, foreign students and students with disability, accommodation | Bozen-Bolzano:<br>Universitätsplatz/Piazza Università 1<br>Building A – 1 <sup>st</sup> floor<br>Office A1.01 Infopoint                       | Tue + Thu<br>14:00 - 16:00<br><br>Wed + Fri<br>10:00 - 12:30   |
| <b>Student Secretariat</b><br>Tel. +39 0471 012 200<br><a href="mailto:studsec@unibz.it">studsec@unibz.it</a>   | Online application, enrolment, tuition fees   | Bozen-Bolzano<br>Universitätsplatz/Piazza Università 1<br>Building B – 1 <sup>st</sup> floor<br>Office B1.10                                  | Mon + Wed + Fri<br>10:00 - 12:00<br><br>Tue + Thu<br>14:00 - 16:00   |
| <b>Faculty of Economics and Management</b><br>Tel. +39 0471 013 000<br><a href="mailto:schoolofeconomics@unibz.it">schoolofeconomics@unibz.it</a>   | Admission procedure, ranking lists, didactics   | Bozen-Bolzano<br>Universitätsplatz/Piazza Università 1<br>Building E – 4 <sup>th</sup> floor<br>Infopoint                                     | Mon<br>14:00 - 16:00<br><br>Tue<br>10:00 - 12:00<br><br>Thu<br>10:00 - 12:00 / 14:00 - 16:00<br><br>Fri<br>10:00 - 12:00 |
| <b>Language Centre</b><br>Tel. +39 0471 012 400<br><a href="mailto:language.centre@unibz.it">language.centre@unibz.it</a>   | Online upload of language certificates, enrolment to language assessment tests, language courses      | Bozen-Bolzano:<br>Universitätsplatz/Piazza Università 1<br>Building A – 1 <sup>st</sup> floor<br>Office A1.01 Infopoint                       | Tue + Thu<br>14:00 - 16:00<br><br>Wed + Fri<br>10:00 - 12:30   |
| <b>Amt für Hochschulförderung / Ufficio per il Diritto allo Studio universitario</b><br>Office for School and University Assistance<br>Tel. +39 0471 412 941/ 412 927<br><a href="mailto:hochschulfoerderung@provinz.bz.it">hochschulfoerderung@provinz.bz.it</a> | Grants, accommodation in student halls  | Bozen-Bolzano<br>Andreas-Hofer-Straße/Via Andreas Hofer 18<br>2 <sup>nd</sup> floor<br>Office 213, 216 (Grants)<br>Office 214 (Student halls) | Mon + Tue + Wed + Fri<br>09:00 - 12:00<br><br>Thu<br>08:30 - 13:00 / 14:00 - 17:30                                       |
| <b>South Tyrolean student association (sh.asus)</b><br>Tel. +39 0471 974 614<br><a href="mailto:bz@asus.sh">bz@asus.sh</a>  | General information, support in filling out the application forms for grants                          | Bozen-Bolzano<br>Kapuzinergasse/Via dei Cappuccini 2<br>Ground floor  | Mon - Thu<br>09:00 - 12:30 / 14:00 - 17:00<br><br>Fri<br>09:00 - 12:30   |