

Study Manifesto

# MASTER IN FOOD SCIENCES FOR INNOVATION AND AUTHENTICITY

2019/20 academic year

## Course outline

Faculty	Science and Technology (Bolzano) and Universities of Parma and Udine
Degree class	LM-70
Length	2 years
Credit points	120 (based on the European Credit Transfer System)
Languages used in teaching	English
Admission title	See "Admission requirements"
Language requirements	Level B2 in English
Study places	30 EU + 5 Non EU
Admission procedure	Academic qualification
Deadline for application	1st Session: 26 April 2019 noon 2nd Session: 30 August 2019 noon
Deadline for enrolment	11 October 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

# MASTER IN FOOD SCIENCES FOR INNOVATION AND AUTHENTICITY (FIA)

## Master class: LM-70

This international programme is offered by the:

- Free University of Bozen-Bolzano, administrative head (unibz)
- University of Parma (unipr)
- University of Udine (uniud)

in cooperation with:

- University College Cork, Cork, Ireland
- Technical University of Munich, Munich, Germany

Lectures in the first year of study will take place in Bozen-Bolzano and for the first semester of the second year you have to choose 1 of the 5 profiles/characterizations offered by the 5 partner universities.

The Master programme is supported by the Unternehmerverband Südtirol – Assoimprenditori Alto Adige Sezione Alimentari and Südtiroler Bauernbund - Unione Agricoltori e Coltivatori Diretti Sudtirolesi.

The following food companies give support for the Master thesis: Assolatte, Barilla, Consorzio Gorgonzola, Consorzio Grana Padano, Consorzio Parmigiano Reggiano, Consorzio Prosciutto di S. Daniele, Consorzio Montasio, Consorzio Tutela Speck Alto Adige, Despar, Dr. Schär, Forst, Loacker, Mila, Pan, Unione Parmense degli Industriali, VOG Products and Zuegg.

## Career opportunities

Your skills after graduation will cover a wide range of high-qualified positions in the food industries and above all in:

- Management of food processes through the food supply chain, from production to storage and distribution of products;
- Research and development;
- Management of food quality processes;
- Design and development of innovative processes and products;
- Certification and authentication of processes and products;
- Development and use of traditional and innovative methods to guarantee the authentication of traditional/typical processes and products.

Besides these positions in food industries, your skills will allow:

- Management in large-scale retail trade;
- Research activity in public and private research centres;
- Education in institutions, professional bodies and all those fields where the profession is practiced;
- Management in public administrations where high educational skills are required.

This degree gives access to the "State Exam", which is a precondition for the enrolment in the Food Technologists professional register and hence for the professional practice in Italy.

## Languages used in Teaching

All courses are taught in English.

## Fixed intake

Available places for the academic year 2019/20:

	EU citizens (and citizens given parity of treatment)	non-EU citizens (resident abroad)
1 <sup>st</sup> session	15	5
2 <sup>nd</sup> session	15	0
<b>Total</b>	<b>30</b>	<b>5</b>

## STUDY PLAN

Students must acquire in total 120 credit points (ECTS) through mandatory courses (61 ECTS), mandatory optional courses (15-18 ECTS), free choices (8-11 ECTS), and the Master thesis (33 ECTS).

Thesis projects could be supervised, in cooperation with Universities, by the following partner companies: Unternehmerverband Südtirol – Assoimprenditori Alto Adige Sezione Alimentari, Südtiroler Bauernbund - Unione Agricoltori e Coltivatori Diretti Sudtirolesi, Assolatte, Barilla, Consorzio Gorgonzola, Consorzio Grana Padano, Consorzio Parmigiano Reggiano, Consorzio Prosciutto di S. Daniele, Consorzio Montasio, Consorzio Tutela Speck Alto Adige, Despar, Dr. Schär, Forst, Loacker, Mila, Pan, Unione Parmense degli Industriali, VOG Products and Zuegg.

<b>1st year (at unibz)</b>			<b>CP</b>
Innovation and authenticity in food processing	Unit operations in food processing	6	<b>12</b>
	Innovation and authenticity in winery products	6	
Fermentations as tools for making traditional and innovative foods and beverages			<b>8</b>
Environmental chemistry towards food processing			<b>8</b>
Food value chain management			<b>6</b>
Reaction kinetics in food processing			<b>8</b>
Food chemistry			<b>6</b>
Starter and functional microbes for innovation, authenticity and healthy status	The natural microbial starters for innovation and authenticity	6	<b>12</b>
	The food – human axis for driving the gut microbiome	6	
Informatics for big data			<b>1</b>

<b>2nd year – Path “Applied Engineering and Genetics” offered at unibz</b>		<b>CP</b>
Food processing equipment		<b>6</b>
Genetics applied to foods		<b>6</b>
Sensors and biosensors for food processing		<b>6</b>
Free choices		<b>8</b>

<b>2nd year – Path “Food Quality Control and Management” offered at uniud</b>		<b>CP</b>
Food structure control and management		<b>6</b>
Quality system development and management and shelf life assessment of food		<b>6</b>
Sample preparation techniques and analysis of contaminants		<b>6</b>
Free choices		<b>8</b>

<b>2nd year – Path “Nutrition Sciences” offered at unipr</b>		<b>CP</b>
Human nutrition		<b>6</b>
Applied human nutrition		<b>6</b>
Industrial microbiology for food quality improvement		<b>6</b>
Free choices		<b>8</b>

<b>2nd year – Path “Food Chemistry” offered at University College Cork</b>		<b>CP</b>
Chemistry of food proteins		<b>5</b>

Cheese and fermented dairy foods	<b>5</b>
Meat science and technology	<b>5</b>
Free choices	<b>11</b>

<b>2nd year – Path “Food Packaging” offered at Technical University of Munich</b>	<b>CP</b>
Introduction to packaging technology	<b>5</b>
Packaging technology – mechanical processes	<b>5</b>
Beverage process engineering	<b>5</b>
Free choices	<b>11</b>

<b>2nd year – Thesis</b>	<b>CP</b>
Thesis	<b>33</b>

Lectures and seminars will take place at the Free University of Bozen-Bolzano (Italy, 1<sup>st</sup> year).  
 For 3<sup>rd</sup> semester students have to choose for 1 between the 5 profiles/characterizations offered.  
 Courses will be taught by lecturers from the 5 Universities: University of Bozen-Bolzano, University of Parma, University of Udine, Technical University of Munich, University College Cork.  
 Free choice courses can be chosen going through those offered by all the five universities.  
 The 4<sup>th</sup> semester is fully dedicated to the thesis under the joint supervision between universities and food companies.  
 Attendance of exercises and lab works is strongly recommended, although it is not compulsory at unibz.

The degree qualification is successfully gained after the written elaboration and defence of an original thesis work, which can be performed under the supervision of a Professor at either Universities and discussed during a public examination held at the Free University of Bozen-Bolzano.

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

## ADMISSION REQUIREMENTS

Admission to the Master requires the possession of the following qualifications/requirements:

- a) an Italian degree in one of the following classes: L-25 ex D.M. 270/2004 (Agriculture and Forestry) or the corresponding class ex D.M. 509/99; L-26 (Food Sciences ) or the corresponding class ex D.M. 509/99; L-38 (Animal Production Sciences and Technologies) or the corresponding class ex D.M. 509/99

Or, if you graduated in a different class:

- b) the previous career must have covered at least 30 ECTS among one or more of the following scientific sectors\*:
- MAT/01-09 (Mathematical Logic; Algebra; Geometry; Mathematics Education and History of Mathematics; Mathematical Analysis, Probability and Statistics; Mathematical Physics; Numerical Analysis; Operations Research)
  - FIS/01-08 (Experimental Physics; Theoretical Physics and Mathematical Models and Methods; Physics of Matter; Nuclear and Subnuclear Physics; Astronomy and Astrophysics; Physics of the Earth and of the Circumterrestrial Medium; Applied Physics; Didactics and History of Physics)
  - CHIM/01-07 (Analytical Chemistry; Physical Chemistry; General and Inorganic Chemistry; Industrial Chemistry Science and Technology of Polymeric Materials; Organic Chemistry; Chemical Foundations of Technology)
  - CHIM/10-11 (Food Chemistry; Chemistry and Biotechnology of Fermentations)
  - BIO/01-05 (General Botany; Systematic Botany; Environmental and Applied Botany; Plant Physiology; Zoology)
  - BIO/09-11 (Physiology; Biochemistry; Molecular Biology)

BIO/13 (Experimental Biology)  
BIO/18-19 (Genetics; General Microbiology)  
MED/07 (Microbiology and Clinical Microbiology)  
MED/42 (Hygiene and Public Health)  
AGR/01-04 (Agricultural Economics and Rural Appraisal; Agronomy and Field Crops; Arboriculture and Fruitculture; Vegetable and Ornamental Crops)  
AGR/07 (Agricultural Genetics)  
AGR/09 (Agricultural Machinery and Mechanization)  
AGR/11-13 (General and Applied Entomology; Plant Pathology; Agricultural Chemistry)  
AGR/15-19 (Food Science and Technology; Agricultural Microbiology; Livestock Systems Animal Breeding and Genetics; Animal Nutrition and Feeding; Animal Science)  
VET/04 (Inspection of Foods of Animal Origin)  
VET/06-07 (Parasitology and Animal Parasitic Diseases; Veterinary Pharmacology and Toxicology)  
ING-IND/10 (Thermal Engineering and Industrial Energy Systems)  
ING-IND/13-17 (Applied Mechanics; Mechanical Design and Machine Construction; Design Methods for Industrial Engineering; Manufacturing Technology and Systems; Industrial Mechanical Plants)  
ING-IND/23 (Applied Physical Chemistry)  
ING-IND/25 (Chemical Plants)  
ING-IND/34 (Industrial Bioengineering)  
ING-INF/01 (Electronics)  
ING-INF/05 (Information Processing Systems)  
SECS-P/13 (Commodity Sciences)  
SECS-S/01/02 (Statistics; Statistics for Experimental and Technological Research).

- c) B2 English level (at least) according to the Common European Framework of References for Languages (CEFR).

\*To guarantee the best assessment of your application, you might send a short description on how the requirement of 30 ECTS among the above mentioned scientific sectors has been covered in your bachelor degree. If you have graduated abroad, the correspondence of credit points awarded to scientific sectors will be based on the contents of the exams passed in your previous study career.

You are conditionally admitted until you will graduate. You must have achieved your degree by this year's enrolment deadline; otherwise, you will be excluded from the admission procedure.

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; for further information please contact the Student Secretariat).

## LANGUAGE REQUIREMENTS FOR ADMISSION

In order to be admitted to the programme, you must possess proven language skills at the B2 level (Common European Framework of Reference) of the **English** language.

If you are not able to certify the above indicated entry level, you cannot be admitted.

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

A1-A2: Basic Users

B1-B2: Independent Users

C1-C2: Proficient Users.

## HOW TO DEMONSTRATE LANGUAGE PROFICIENCY (B2 IN ENGLISH)

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

You can demonstrate language proficiency in the following ways:

- a) you declare, in the application portal, that English was the main teaching language in your final highschool year (corresponds to level C1);
- b) you declare, in the application portal, to be awarded an undergraduate or postgraduate degree in English.
  - 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 - 30 August 2019**, 12.00 midday (for applicants of the 2<sup>nd</sup> session)If you are a student of the partner university of Udine or Parma, a B2 level certificate issued by the Language Centre of your university will be recognized.
- 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)
  - o **30 July 2019** (enrolment from 15.07. to 24.07.2019) (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, 4 July and 31 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.

## 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.

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 Diploma supplement, where it must be indicated:
  - that the student has achieved at least 180 credit points (ECTS) and
  - that the study title gives access to a Master course.In case of doubt, unibz reserves the right to request further documents (e.g. declaration of equivalent value);
- the declaration of equivalent value of your qualification, in the case the Diploma supplement is missing. 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.

### **What is the declaration of equivalent value**

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.

### **They are considered as equivalent:**

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	30 August 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**

If the number of eligible applicants exceeds the maximum number of available places (see page 2 of this document), you will be assessed for admission based on your academic qualifications in order to verify your academic suitability.

The ranking lists are based on the following criteria:

- final bachelor grade (if already graduated)  
OR
- full academic background containing the list of courses and obtained grades (if not graduated yet)

The selection committee can assign max. 100 points based on the:

- graduation mark for applicants already graduated
- weighted average mark for applicants not graduated yet

**If you have already obtained the final bachelor grade you will have priority in the ranking list.**

**If you have not obtained the final bachelor grade you will be ranked after the candidates who have already graduated.**

Should more applicants have the same score, the youngest one will be given priority in all ranking lists (art. 3 L. 127/1997).

**In the application portal, you must upload:**

➤ the *previous Bachelor degree*:

**If you already obtained the required degree, you must upload in the application portal:**

- if graduated in Italy: diploma supplement or substitute-declaration (following the Italian D.P.R. nr. 445/2000) of the degree awarded with the final grade, the exams passed as well as the marks, the date in which the exams were passed and the credit points as well as the subject areas and the hours of teaching;
- if graduated abroad: diploma supplement or final degree certificate issued by the foreign university (to be translated into English if it is written in a language which is not Italian, German or English) detailing the final mark, exams passed as well as the marks, the date in which the exams were passed and the credit points as well as the hours of teaching. A description of the contents of the single courses must also be attached;



it is advisable to attach the declaration of value or a document written by the university itself with the indication of the lowest mark needed in order to achieve the degree as well as the highest mark obtainable;

**If you have not already obtained the required degree, you must upload in the application portal:**

- for Italian universities: substitute-declaration (following the Italian D.P.R. nr. 445/2000) of the exams passed as well as the marks, the date in which the exams were passed and the credit points as well as the subject areas and the hours of teaching;
- for foreign universities: a certificate (to be translated into English if it is written in a language which is not Italian, German or English) issued by the foreign university containing the list of exams sat as well as the marks, the date in which the exams were passed and the credit points as well as the hours of teaching. A document issued by the university containing the scale of the marks used as well as the contents of the single courses has to be uploaded as well.

Furthermore you need to download a form from the following link:

<https://www.unibz.it/assets/Documents/Applicants/unibz-scitech-tab-exams-master.xls>

Please fill it in and upload it in the portal as an *Excel file*.

Please note: Mendacious statements are sanctioned by the criminal Code and imply the automatic exclusion from the ranking list.

### **ADMISSION RANKING LISTS**

The Admission Committee will only evaluate the documentation uploaded in the portal by the deadline for application. Two admission ranking lists will be drawn up: one for EU citizens (and citizens of other countries who 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/>. They are valid only for the current academic year only.

Publication:

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

For the second application session, likely by 10 September 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>20 September 2019, 12:00 noon</b>

If you do not respect this deadline, you will automatically lose your study 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, in the event of non-EU applicants resident abroad, you do not receive the necessary documents from the Italian authorities in your country.

**Admission with reservation:**

If you do not have the required academic qualification, you will be given a conditional offer for a study place and you must submit your qualification upon enrolment. If you achieve your qualification after the enrolment deadline, you cannot enrol and you will lose your place which will be offered to the subsequent applicant in the ranking list. **Suggestion:** If you achieve your qualification after the enrolment deadline, you should not pay the tuition fees to confirm the study place. You will be able to submit a late enrolment request to the Rector and, only if there are study places still available, you can enrol by December 18, 2019.

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

<b>Deadlines</b>	<b>Begin</b>	<b>End</b>
for applicants of Session I	15 July	<b>11 October 2019, 12:00 noon</b>
for applicants of Session II	10 September	<b>11 October 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 do not 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 qualification abroad you must upload (if not uploaded upon application):</b>
<ul style="list-style-type: none"> <li>• diploma of your qualification</li> </ul>
<ul style="list-style-type: none"> <li>• official translation of your diploma into Italian (translation is not necessary if the certificates have been issued in German or English)</li> </ul>
<ul style="list-style-type: none"> <li>• the Diploma supplement, where it must be indicated:               <ul style="list-style-type: none"> <li>• that the student has achieved at least 180 credit points (ECTS) and</li> <li>• that the study title gives access to a Master course.</li> </ul>               In case of doubt, unibz reserves the right to request further documents (e.g. declaration of equivalent value).             </li> </ul>
<ul style="list-style-type: none"> <li>• the declaration of equivalent value of the applicants qualification, in the case the Diploma supplement is missing.</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>
<p>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 with the entry visa for studies/university: this will allow you to arrive in Italy to sit any entrance tests you have to take, and to enrol for the course that you have applied for, after passing the selection procedure.</p> <p>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.</p> <p>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.</p>

**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 admission procedure: 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), 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)
Publication of ranking lists	by 17.05.2019
Payment of the 1st instalment of the fees	by 27.05.2019
Enrolment	15.07. - 11.10.2019

## 2nd session

Application	20.05. - 30.08.2019
Language tests	02.-04.07.2019 (enrolment by: 24.06.2019) 30.-31.07.2019 (enrolment by: 24.06.2019)
Publication of ranking lists	by 10.09.2019
Payment of the 1 <sup>st</sup> instalment of the fees	by 20.09.2019
Enrolment	10.09. – 11.10.2019

Infodays for Freshers	30.09.- 01.10.2019
Classes begin	30.09.2019

\*The academic calendar follows the requirements of each partner University.

## FOR FURTHER INFORMATION

WHO?	WHAT?	WHERE?	WHEN?
<b>Advisory Service</b> Tel. +39 0471 012 100 <a href="mailto:study@unibz.it">study@unibz.it</a>	General information and course guidance, foreign students and students with disability or learning difficulties, accommodation	Bozen-Bolzano: Universitätsplatz/Piazza Università 1 Building A – 1 <sup>st</sup> floor Office A1.01 Infopoint	Tue + Thu 14:00 - 16:00  Wed + Fri 10:00 - 12:30
<b>Student Secretariat</b> Tel. +39 0471 012 200 <a href="mailto:studsec@unibz.it">studsec@unibz.it</a>	Online application, enrolment, tuition fees	Bozen-Bolzano Universitätsplatz/Piazza Università 5 Building B – 1 <sup>st</sup> floor Office B1.10	Mon + Wed + Fri 10:00 - 12:00  Tue + Thu 14:00 - 16:00
<b>Faculty of Science &amp; Technology</b> Tel. +39 0471 017 000 <a href="mailto:science.technology@unibz.it">science.technology@unibz.it</a>	Admission procedure, ranking lists, didactics	Bozen-Bolzano Universitätsplatz/Piazza Università 5 Building K – 3 <sup>th</sup> floor	Mon + Tue 10:00 - 12:00  Thu + Fri 14:30 - 16:30
<b>Language Centre</b> Tel. +39 0471 200 <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: Universitätsplatz/Piazza Università 1 Building A – 1 <sup>st</sup> floor Office A1.01 Infopoint	Tue + Thu 14:00 - 16:00  Wed + Fri 10:00 - 12:30
<b>Amt für Hochschulförderung / Ufficio per il Diritto allo Studio universitario</b> Office for School and University Assistance Tel. +39 0471 412 941/ 412 927 <a href="mailto:hochschulfoerderung@provinz.bz.it">hochschulfoerderung@provinz.bz.it</a>	Grants, accommodation in student halls	Bozen-Bolzano Andreas-Hofer-Straße/Via Andreas Hofer 18 2 <sup>nd</sup> floor Office 213, 216 (Grants) Office 214 (Student halls)	Mon + Tue + Wed + Fri 09:00 - 12:00  Thu 08:30 - 13:00 / 14:00 - 17:30
<b>South Tyrolean student association (sh.asus)</b> Tel. +39 0471 974 614 <a href="mailto:bz@asus.sh">bz@asus.sh</a>	General information, support in filling out the application forms for grants	Bozen-Bolzano Kapuzinergasse/Via dei Cappuccini 2 Ground floor	Mon - Thu 09:00 - 12:30 / 14:00 - 17:00  Fri 09:00 - 12:30