

Study Manifesto

# MASTER IN INDUSTRIAL MECHANICAL ENGINEERING

2019/20 academic year

## Course outline

Faculty	Science and Technology (campus Bozen-Bolzano)
Degree class	LM-33
Length	2 years
Credit points	120 (based on the European Credit Transfer System)
Languages used in teaching	English (main language), German, Italian
Admission title	See "Admission requirements"
Language requirements	Level B2 in English
Study places	40 EU + 5 Non EU
Admission procedure	Academic qualification and eventual interview. 1st Session: between 6 and 10 May 2019; 2nd Session: between 3 and 4 September 2019
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 change

# MASTER IN INDUSTRIAL AND MECHANICAL ENGINEERING

## Master class: LM-33

The aim of this two-year programme is to provide you with solid knowledge about industrial mechanical engineering (functional and structural mechanical design, production and plant maintenance, logistics and production planning, etc.) and its related fields. To this end, the course aims at training a modern mechanical engineer, able to integrate traditionally separated specialized fields, such as the mechanical design, mechatronics, automation, management and logistics ones. The degree course splits into two different branches in which students can specialize: "Mechanics and Automation" and "Logistics and Production".

### Short description of the international Study Programme

The Master has been established at the Faculty of Science and Technology of the Free University of Bolzano (unibz). The Master is offered singularly from the unibz and has an international character. The path "Logistics and Production" is offered in collaboration with the Otto-von Guericke University of Magdeburg (OvGU) and allows obtaining a "double degree".

### Career opportunities

After graduation you can expect to work in the industrial sectors in the following company's functions: research and development, design, procurement, production, operational management, internal and external logistics and quality assurance.

As well as for pursuing freelance careers as consultants, the course provides the you with the tools for working for companies in the manufacturing, mechanical and mechatronic, energy production and conversion, automation and robotic industries or in the public administration. Your activities will be directed toward designing and producing instruments, engines, machines and other mechanical equipment and/or managing materials procurement, operations management and logistics.

### Languages used in Teaching

The official teaching language is English. Elective courses are offered in English, Italian and German.

### Fixed intake

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

	EU citizens (and citizens given parity of treatment)	non-EU citizens (resident abroad)
1 <sup>st</sup> session	25	5
2 <sup>nd</sup> session	15	0
<b>Total</b>	<b>40</b>	<b>5</b>

The table above includes the available study places for the double degree programme with the Otto-von-Guericke-Universität Magdeburg (OvGU) which are 24 reserved for EU-citizens and 4 for Non-EU citizens, equally distributed in between unibz and OvGU.

The available study places for the double degree programme with the Otto-von-Guericke-Universität Magdeburg (OvGU) at the unibz are:

	EU citizens (and citizens given parity of treatment)	non-EU citizens (resident abroad)
1 <sup>st</sup> session	8	2
2 <sup>nd</sup> session	4	0
<b>Total</b>	<b>12 *</b>	<b>2 *</b>

\*Not used study places by the respective University can be assigned to the other partner University.

## STUDY PLAN - "MECHANICS AND AUTOMATION"

Students must obtain in total 120 credit points (CP).

In addition to the required courses, there will be a wide range of courses, through elective courses that allow the student to specialize in particular areas.

1st year			CP
Project, Process and Technology Management	Module I: Project Management	5	10
	Module II: Process and Technology Management	5	
Advanced Manufacturing Technologies and Systems			5
Reverse Engineering and Rapid Prototyping			5
Automatic Control			5
Industrial Automation and Mechatronics	Module I: Mechatronics and Robotics	5	10
	Module II: Electric Drives and Machines	5	
Planning and Simulation of Production and Logistics Systems	Module I: Design and Planning of Logistics Systems	5	10
	Module II: Simulation in Production and Logistics	5	
Advanced topics on machine design	Module I: Materials Behaviour and Machine Elements	5	

2nd year			CP
Advanced topics on machine design	Module II: Finite Element Method (FEM)	5	10
Mechanical Vibrations			5
Industrial Accounting			5
1 course to select from list of characterizing sectors *			5
Study project (Individual or team) - Laboratory in Mechanics/Automation			5
MSc degree thesis			30

### \*Courses of the characterizing sector:

Students have to choose 1 of the following subjects for 5 CPs:

Courses of the characterizing sector	CP
Hydraulic and Pneumatic Automation Technologies	5
Fundamentals of thermo-fluid-dynamics	5
Functional Mechanical Design for Energy Efficiency	5

There are further 15 credit points for the Elective Courses. The Elective Courses will be offered starting from the 2nd semester.

There is no compulsory attendance, but attendance of lessons, exercise classes and lab work is strongly recommended. The course concludes with the writing and discussion of a thesis. The Faculty will provide a separate set of regulations for this.

Lectures and seminars will take place at the Free University of Bozen-Bolzano.

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

## STUDY PLAN - "LOGISTICS AND PRODUCTION" (DOUBLE DEGREE PROGRAM WITH THE OTTO-VON-GUERICKE-UNIVERSITÄT MAGDEBURG)

Students must obtain in total 120 credit points (CP).

In addition to the required courses, there will be a wide range of courses, through elective courses that allow the student to specialize in particular areas.

1st year			CP
Project, Process and Technology Management	Module I: Project Management	5	10
	Module II: Process and Technology Management	5	
Advanced Manufacturing Technologies and Systems			5
Reverse Engineering and Rapid Prototyping			5
Industrial Accounting and Management			10
Planning and Simulation of Production and Logistics Systems	Module I: Design and Planning of Logistics Systems	5	10
	Module II: Simulation in Production and Logistics	5	
Industrial Automation and Mechatronics	Module I: Mechatronics and Robotics	5	10
	Module II: Electric Drives and Machines	5	
Purchasing and Supply Management			5
2nd year			CP
Logistic strategies and methods			5
Supply Chain Practice / ERP			5
Business Decision Making			5
Study project (Individual or team) - Laboratory in Mechanics/Automation			5
MSc degree thesis			30

There are further **15 credit points** for the Elective Courses. Among these, 5 credits have to be acquired selecting 1 course from the catalogue Logistics Operations " Faculty of Economics" at the OvGU. The catalogue will be yearly updated and it is visible at the Faculty website of OvGU.

The Elective Courses will be offered starting from the 2nd semester.

There is no compulsory attendance, but attendance of lessons, exercise classes and lab work is strongly recommended. The course concludes with the writing and discussion of a thesis. The Faculty will provide a separate set of regulations for this.

### Lectures and seminars will take place at the Free University of Bozen - Bolzano and at the Otto-von-Guericke-Universität Magdeburg:

- 1st year (1st and 2nd semester): at the Faculty of Science and Technology in Bozen-Bolzano
- 2nd year (3rd semester): at the Otto-von-Guericke-Universität Magdeburg
- 2nd year (4th semester): at the Faculty of Science and Technology in Bozen-Bolzano or at the Otto-von-Guericke-Universität Magdeburg depending on the elective courses and the preparation of the Master Thesis.

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

## GENERAL ADMISSION REQUIREMENTS

Admission to the Master requires the possession of one of the following qualifications:

- a) Italian degree in the Class L-9 (Industrial Engineering) ex D.M. 270/2004 or equivalent degree obtained abroad
- b) Italian degree in the Class 10 (Industrial Engineering) ex D.M. 509/1999 or equivalent degree obtained abroad
- c) Other Italian or foreign degrees if you certify the following credit points (ECTS):
  - min. 36 credit points in the scientific-disciplinary sector of fundamental subjects (at least from two scientific disciplinary areas) of the Class 10 and/or the Class L-9.
  - min. 45 credit points in the scientific-disciplinary sectors in the distinctive subjects of industrial mechanical engineering of the Class 10 and/or the Class L-9.

The Admissions Committee will check these requirements to determine whether the contents and courses followed in your previous career are equivalent to the disciplinary fields mentioned above.

If you have obtained a foreign qualification, the correspondence of credit points awarded to scientific-disciplinary sectors will be based on the contents of the exams passed in your previous study career.

- d) Min. average grade in the bachelor programme (not including the final exam) of 22/30 (Italian system) or 3,0 (German system).

If you are about to graduate, you might be admitted if you have acquired at least **150 credit points** (ECTS). Until your graduation, you will be given conditional admission. You must have achieved your degree by this year's enrolment deadline; otherwise, you will be excluded from the admission procedure.

## REQUIREMENTS FOR THE DOUBLE DEGREE PROGRAMME

In order to gain admission to the Double Degree Programme, you need to certify also:

- a) 25 credit points in Science and Computer science (including at least 15 credit points in Mathematics / Statistics and 5 credit points in Computer science)
- b) at least 20 credit points in Engineering (at least 10 credit points in Mechanics and 5 in Construction)
- c) at least 10 credit points in Economics
- d) at least 25 credit points in Logistics

At the end of the 3<sup>rd</sup> semester you must have passed the exams of the 1<sup>st</sup> semester and document at least 10 weeks of internship in the industrial sector.

If you do not fulfil the requirements in time, you will not be able to graduate with the Double-Degree.

## 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)
- 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;
- 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 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

You are ranked by your grade point average score of the passed exams of the first degree (excluded the final mark of the degree).

A test/colloquium, which takes place between 6 and 10 May 2019 (for applicants of the 1<sup>st</sup> session) and between 3 and 4 September 2019 (for applicants of the 2<sup>nd</sup> session), is required only in case the ranking does not lead to a final ranking list.

The commission's decision will be based on the competences and soft skills. The faculty secretariat informs you in case of colloquium.

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

- the previous 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. no. 445/2000) of the degree awarded, final mark, exams passed as well as marks, credit points, subject areas, hours of teaching and date of examination of each exam passed.

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 final mark, exams passed as well as marks, credit points, hours of teaching and date of examination of each exam passed.

A description of the contents of the single courses must 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 yet obtained the required degree, you must attest that you have acquired at least 150 credit points (ECTS), as established in the didactic regulation of their course of origin, by uploading 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 marks, credit points, subject areas, hours of teaching and date of examination of each exam passed.

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 marks, credit points, subject areas, hours of teaching and date of examination of each exam passed. In addition, 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 presented.

- Curriculum Vitae (English),
- Excel-file to be downloaded from the following link:  
<https://www.unibz.it/assets/Documents/Applicants/unibz-scitech-tab-exams-master.xls>



(the file must be uploaded as an Excel-file – applications without a completed Excel-file will not be considered in the selection procedure)

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

**Further documents are required only if you are interested in participating in the double degree programme with the Otto-von-Guericke-Universität Magdeburg (OvGU)**

- Documentation about previous internships in industry (indicating the number of days/weeks and companies).

The missing upload of the form leads to the exclusion from the ranking list for the DD-Programme.

### **ADMISSION RANKING LISTS**

The Selection Committee will only evaluate the documentation presented by the application deadline and will be drawn up two admission ranking lists:

- The general ranking list includes all students who submitted the application for the master.
- The second ranking list includes **only** the students who express their interest in attending the Double Degree Program with the Otto-von-Guericke-Universität Magdeburg (OVGU) through the application portal.

The ranking lists are also divided by EU citizens (and citizens of other countries who enjoy parity of treatment) and by non-EU citizens resident abroad.

Students on the **waiting list** of the ranking for the double degree programme with the Otto-von-Guericke-Universität Magdeburg (OVGU) of the 1<sup>st</sup> session will be inserted in the ranking list for the double degree programme of the 2<sup>nd</sup> session (only for those who confirmed the study place; see chapter below), if there are still free study places.

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 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 13, 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>
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.
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.

If you are a student of the Double Degree Programme at the **Otto-von Guericke University of Magdeburg** (OVGU), you must also enrol in Magdeburg shortly before the beginning of the lectures. You have to pay a fee of € 105,70 ("semester fees") only for the semesters at OVGU. During the semesters in Magdeburg, you still need to pay the fees of unibz as indicated in the chapter "Tuition fees".

**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).

The payment of the "**semester fees**" at **OvGU** amount to € 105,70 and must be paid in addition by the students attending the DD-Program (only during the semesters in Magdeburg).

## 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](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	Interviews between 6 and 10 May 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)
Selection procedure	Interviews between 3 and 4 September 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 012 400 <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 E – 1 <sup>st</sup> floor Office E1.23 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
<b>Otto-von-Guericke-Universität Magdeburg (OvGU) Faculty of Mechanical Engineering Institute of Logistics and Material Handling Systems</b> Tel. +49 391 67-52628 e-mail: <a href="mailto:hartwig.haase@ovgu.de">hartwig.haase@ovgu.de</a>	Academic Advisor	D-39106 Magdeburg Universitätsplatz 2 Building 10 – Room 201	Mon 10:00 - 11:00