Study Manifesto

**MASTER 2\textsuperscript{nd} LEVEL IN**

“BEE – Building, Energy and Environment. CasaClima”

Academic year 2018/2019

<table>
<thead>
<tr>
<th>Course outline</th>
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<tbody>
<tr>
<td><strong>Faculty</strong></td>
</tr>
<tr>
<td>Science and Technology (Free University of Bozen-Bolzano)</td>
</tr>
<tr>
<td><strong>Length</strong></td>
</tr>
<tr>
<td>1 year</td>
</tr>
<tr>
<td><strong>Credit points</strong></td>
</tr>
<tr>
<td>60 (based on the European Credit Transfer System)</td>
</tr>
<tr>
<td><strong>Languages used in teaching</strong></td>
</tr>
<tr>
<td>Italian, English</td>
</tr>
<tr>
<td><strong>Admission</strong></td>
</tr>
<tr>
<td>See “Admission requirements” (page 4)</td>
</tr>
<tr>
<td><strong>Language requirements</strong></td>
</tr>
<tr>
<td>good language proficiency in English and Italian</td>
</tr>
<tr>
<td><strong>Study places</strong></td>
</tr>
<tr>
<td>Min. no. = 13; max. no. = 30</td>
</tr>
<tr>
<td><strong>Selection procedure</strong></td>
</tr>
<tr>
<td>Academic qualification, other evaluable titles and interview</td>
</tr>
<tr>
<td><strong>Applications deadline</strong></td>
</tr>
<tr>
<td>28 September 2018</td>
</tr>
<tr>
<td><strong>Enrolments deadline</strong></td>
</tr>
<tr>
<td>22 October 2018</td>
</tr>
<tr>
<td><strong>Tuition fees</strong></td>
</tr>
<tr>
<td>5.000 Euro (excepted the provincial tax for the right to study and the revenue stamp)</td>
</tr>
<tr>
<td><strong>Classes start</strong></td>
</tr>
<tr>
<td>September-October 2018 online course \textit{BEE-Basic} November 2018 classes</td>
</tr>
</tbody>
</table>

subject to change
THE MASTER 2ND LEVEL:
"BEE – Building, Energy and Environment. CasaClima"

The Master aims to provide professionals who work with the design, diagnosis, management and redevelopment of the energy and environmental performance of buildings with the tools to enhance their professional skills concerning the requirements for occupants’ well-being, technological solutions and their proper use, and the optimization of planning for the sustainable use of resources. The Master is a highly specialized course and is the product of a joint initiative between the Faculty of Science and Technology and the ClimateHouse Agency of the Autonomous Province of South Tyrol.

The Master aims to improve the educational background of postgraduates coming from engineering and architecture. These postgraduates may not have any professional experience or they may already be self-employed or employed in companies specializing in consulting and planning, in industries in the construction sector or in the thermal energy sector, in public or private institutions, or in any other company that works in the field of energy efficiency and the environmental quality of buildings.

The Master aims to create professionals who are able not only to design, implement, evaluate, manage and upgrade the energy and environmental performance of buildings, but also able to deal with their behaviour, from single-room environments to entire buildings. Particular attention is paid to the diagnosis, management and energy recovery of existing buildings and the design of buildings with very different uses.

Accordingly, the Master aims to:
- provide specialized training in a sector of great social, scientific and occupational significance with a specific value for the local area;
- facilitate the inclusion or improve the position in the labour market of the Master’s participants;
- be a beacon of excellence for higher education in the field of thermo-physical and environmental planning of buildings;
- improve the connection between research and training;
- establish joint projects between the University and the productive sectors interested in the transfer of technology innovation in this context.

Structure
The Master consists of 60 credits: 40 credits are provided in the classes and 20 credits are provided through the online course that consists of five MOOC (Massive Open Online Course). The online course will be available on the Italian universities platform Eduopen https://learn.eduopen.org/ and will offer introductory contents named BEE-Basic title. After these courses the student must pass the final exam at unibz.

If a student has already done the online course and passed the final exam at unibz, credits recognition is possible.

Teaching load
The BEE-Basic online course can be followed by the applicant, according to the indications on Eduopen platform. There is a period of attendance in assisted mode1 (tutored) and a self-study period (self-paced). The online course can be followed before (tentatively in January / February) or after (tentatively in September) the enrolment to the Master. If a student has already done the online course, and passed the final exam at unibz before the enrolment to the Master, credits recognition is possible. Information regarding the online path MOOC and their deadlines are available on the platform of the Italian universities Eduopen https://learn.eduopen.org/

Classes will take place from October 2017 to September 2018 and consist of a total of 500 teaching hours. The classes will be arranged also according to the needs of the applicants.

Contents
The contents of the Master’s classes modules are divided into three teaching formats (Fundamental Modules – MF, Exercise Modules – ME, Application Modules – MA) and into the three main topic area:
- BEE-In
- BEE-Tech
- BEE-Sustainable

Languages used in teaching
The languages used in teaching are Italian and English. Each course is held in just one of the two official languages, but the lecturer has the right to use the other language for certain parts of the course.

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1 The assisted mode provides for the possibility of being followed by an online tutor to carry out planned activities. To tutor you can ask for clarification.
### Teaching staff
The teaching staff comprises university lecturers, professionals and experts from Italy and abroad who are active in the sector and who have many years of experience working in this sector.

### Fixed intake
For the 2018/2019 academic year, the minimum number of study places necessary for activating the course is 13. The maximum number of study places is 30.

In addition, each module of this second-level master's degree can be attended for the purposes of professional development by a maximum of 20 external participants. There is no selection procedure for this purpose and the study places will be allocated following a "first come, first served” basis.

Participants of the single module can ask for an attendance certificate only if they attend at least 70% of the lessons offered.

The amount of enrolment fee for each course module is of 200 Euro.

### Requirements for graduation
In order to qualify for graduation, participants must:
- have followed the online course and passed the final exam;
- attend class modules MF (Fundamental Modules), ME (Exercise Modules) and MA (Application Modules), to the extent of at least 75% of the hours offered for these activities;
- pass the tests for the individual topic areas;
- do a design practice for the dissertation of the final exam;
- be admitted to the final exam;
- discuss their dissertation.

### STUDY PLAN
This second-level Master provides 60 credit points (CP) corresponding to 1,500 hours, of which:

20 CP – provided through the online course that consists of 5 MOOC
40 CP – offered by the Free University of Bolzano

#### Online course (20 CP):

<table>
<thead>
<tr>
<th>Teaching</th>
<th>Teaching unit</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEE-Basic</td>
<td>Comfort</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Building physics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certification</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Simulation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Design</td>
<td></td>
</tr>
</tbody>
</table>

#### Modules offered at unibz (40 CP):

<table>
<thead>
<tr>
<th>Teaching</th>
<th>Teaching unit</th>
<th>Teaching format</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEE-In:</td>
<td>Fundamentals of climatology and meteorology for urban design</td>
<td>MF</td>
<td></td>
</tr>
<tr>
<td>Indoor</td>
<td>Fundamentals of technical physics</td>
<td>MF</td>
<td></td>
</tr>
<tr>
<td>Indoor</td>
<td>Fundamentals and parameters of thermal-hygrometric comfort</td>
<td>MF, ME, MA</td>
<td></td>
</tr>
<tr>
<td>Indoor</td>
<td>Fundamentals and parameters of visual comfort</td>
<td>MF, ME, MA</td>
<td></td>
</tr>
<tr>
<td>Indoor</td>
<td>Fundamentals and parameters of acoustic comfort</td>
<td>MF, ME, MA</td>
<td></td>
</tr>
<tr>
<td>Indoor</td>
<td>Fundamentals of indoor air quality: parameters and fundamentals</td>
<td>MF, ME, MA</td>
<td></td>
</tr>
<tr>
<td>Indoor</td>
<td>Elements of design</td>
<td>MF, ME</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Opaque components: characteristics and performance</td>
<td>MF, ME</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transparent components and solar shading systems: characteristics and performance</td>
<td>MF, ME, MA</td>
<td></td>
</tr>
</tbody>
</table>

CP 8 (92 hours)
The Master is divided into three types of modules:
- theoretical modules (Fundamental Modules - MF)*;
- practical modules (Exercise Modules - ME): analysis modules for real-world applications or design and/or business solutions that may involve the participation of designers and/or companies *;
- applicative modules (Application Modules – MA): modules where cooperation is created with the experience of the ClimateHouse Agency, which will involve the analysis of various certification protocols promoted by the ClimateHouse Agency, the verification of real projects that have already been certified and visits to construction sites.*

The design practice of the final dissertation is developed in collaboration with the ClimateHouse Agency and under the supervision of a designer or a designer staff and provides support and mentoring by students in projects that are underway and selected by the Agency relating to new buildings or those undergoing renovation. In teams of three or more, where members are preferably of a mixed composition regarding their training and skills (architecture and engineering), students will work together and with the designers themselves, identifying and analysing alternative/integrative improvements for the project under examination through a process of technical and economic evaluation leading to the identification of improvement approaches and to quantify their effectiveness.

**ADMISSION REQUIREMENTS**

You are eligible to enrol for the Master if you possess one of the following qualifications:

a) ex D.M. 270/04: master’s degree in the following subject areas
   LM-4 (Architecture and architectural engineering),
   LM-23 (Civil engineering),
   LM-24 (Building engineering),
   LM-30 (Energy and nuclear engineering),
   LM-31 (Engineering management),
   LM-33 (Mechanical engineering),
   LM-35 (Environmental and land engineering);

b) ex. D.M. 509/99: postgraduate degree in the following subject areas
   4/S (Architecture and architectural engineering),
   28/S (Civil engineering),
   33/S (Energy and nuclear engineering),
   34/S (Engineering management),
   36/S (Mechanical engineering),
   38/S (Environmental and land engineering);

c) University degree awarded following the law prior to D.M. 509/99 in a Faculty of Architecture, Architectural Engineering, Energy and Environmental Engineering and Engineering Management.
d) University degree in a different subject area to those above, or another qualification obtained abroad and recognised as being suitable by the Master’s Coordination Committee for the sole purpose of applying for this course.

You must have a good knowledge of Italian and English.

**LANGUAGE PROFICIENCY**

It is not necessary to present language certificates to confirm knowledge of the official teaching languages. However, it is highly recommended a good command of Italian and English.

**ONLINE APPLICATION**

Your application is submitted online through the application portal available at [https://aws.unibz.it/exup/it](https://aws.unibz.it/exup/it). You need to create an account, fill in the form online and upload the documents required as an electronic file. **Please note:** Mendacious declarations will be penalised by criminal penalties and will result in the automatic exclusion from the ranking list.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application session</td>
<td>2 July 2018</td>
<td>28 September 2018</td>
</tr>
</tbody>
</table>

**ATTACHMENTS**

Evaluation can then only take place on the basis of the documents you have uploaded by the deadline. If your application is incomplete, you will be excluded from the admission procedure.

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 a qualification from abroad you have to 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;
- 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 the applicants qualification, in the case the Diploma supplement is missing. Those not yet in possession of the declaration can upload it upon enrolment at the very latest;
- the valid permit to stay for Italy (only for non EU-citizens legally resident in Italy) – see below.

**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 (the declaration must be applied for 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.

**Application by non-EU citizens**

- **If you have 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), you apply directly to the University, as described above and must submit a copy of your valid permit to stay. A permit of stay for study reasons, or a visa for tourism, is not sufficient. If the permit deadline has expired, a renewal request must also be attached. **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.
• If you are resident abroad, you must carry out the enrolment procedures both through the Italian authorities (consulate or embassy) in your country and directly with the University. The deadlines imposed by the Italian Ministry of Education, Universities and Research (www.study-in-italy.it) must be respected. Should you not follow this procedure with your local Italian consulate, the application that you delivered direct to the University will be declared null and void. Please note that non-EU-citizens resident abroad can apply for one course only!

**SELECTION PROCEDURE**

The Selection Committee draws up a ranking list based on the following criteria:
- degree mark/grade, worth up to 20%;
- other qualifications (publications, professional experience, research activities, specialisation courses), worth up to 20%;
- interview, worth up to 60%.

**In the application portal, you must upload:**
- the academic qualification:
  - if the qualification was awarded in Italy: diploma supplement or substitute declaration issued as per D.P.R. no. 445/2000 concerning holding a degree, containing the final mark/grade, the list of exams sat, their marks and pass date, the number of credits, the scientific subject sectors and the total number of hours per course;
  - if the qualification was awarded abroad: diploma supplement or certificate of the foreign qualification (which should be translated into English if it is in a language other than Italian, German or English), containing the final mark/grade, the list of exams sat, their marks and pass date, the number of credits and the total number of hours per course. It is important that you attach the declaration of equivalent value or a document issued by your own university which states what the minimum and maximum pass marks are in order to be awarded the qualification;
- an updated detailed CV (signed and dated) of your scientific and/or professional experience.

A committee will assess the applicants. The date of the interviews will be communicated with e-mail at the end of application process.

**ADMISSION RANKING LISTS**

The Selection Committee will only evaluate the documentation uploaded in the portal by the application deadline and will be drawn up the admission ranking list. The rank list will be published on the website https://www.unibz.it/en/applicants/ranking-lists/ and is only valid for the academic year for which it has been drawn up. Publication: likely by 9th October 2018.

**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** (2.661,50 Euros)
2. **in the Application Portal**, choose the course and upload **the payment receipt** (to be guaranteed a place on the course). 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.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>22 October 2018, 12:00 midday</th>
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</table>

If you do not respect this deadline, you will automatically lose your place and there will be a period where applicants for the 1st session on the waiting list will be able to enrol.

Please note that payment does not allow you to receive student status, which will be acquired upon enrolment. If you have a guaranteed study place but you do not enrol, 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 14, 2018.

3. in the Application Portal, enrol online.

| Deadline | 22 October 2018, 12:00 midday |

Enrolment is recommended as soon as possible, so that you have the possibility to upload missing documents by 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.

If you have gained your qualification abroad you must upload (if not uploaded upon application):

- diploma of your qualification
- official translation of your diploma into Italian (translation is not necessary if the certificates have been issued in German or English)
- the Diploma supplement, where it must be indicated:
  - that the student has achieved at least 300 credit points (ECTS) and
  - that the study title gives access to a second level 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.

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

If you are a non-EU citizen resident abroad:
If you are admitted to the course you applied for (check the admission ranklists), the Italian Authorities in your 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 pre-enrolled 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 all the information so that you can start 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.
TUITION FEES

Enrolment taxes and fees for the 2018/2019 academic year amount to 5.161,50 €.

<table>
<thead>
<tr>
<th>Deadlines for payment</th>
<th>1st instalment (2.677,50 €)*</th>
<th>2nd instalment (2.500 €)</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.10.2018</td>
<td></td>
<td>31.03.2019</td>
</tr>
</tbody>
</table>

*The first instalment includes the provincial tax for the right to study of 145,50 € and a revenue stamp of 16 €.

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

PARTICIPANTS OF SINGLE CLASSES MODULES

The programme offers a maximum number of 20 places for participants of single classes modules as a professional training. Participants can attend single class modules and receive an attendance certificate only if they attend the module at min. 70%.

The amount of the tuition fee for one single course module is 200 €. You can enrol using the form for applying to single subject courses available on: [https://next.unibz.it/en/applicants/single-subject-courses/](https://next.unibz.it/en/applicants/single-subject-courses/)

Non-EU applicants with valid permit to stay for Italy (see article 39, paragraph 5 of decree no. 286 of 25.07.1998,) must submit a copy of the document called "permesso di soggiorno" (for work, family reasons, political or humanitarian asylum, religious reasons). A permit of stay for study reasons, or a visa for tourism, is not sufficient. If the permit deadline has expired, a renewal request must also be attached.

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: please inform us about your disability through the Application Portal by uploading a medical certificate within the application deadline. The Advisory Service will arrange the support according to your needs so that you can sit the admission exams without difficulty. For further information, please contact the Advisory Service (address and other details can be found on the last page).
- 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: please inform us about your learning disorder through the Application Portal and upload a certificate that documents your learning disorder (diagnosis) within the application deadline. You are entitled to receive 30% extra time for written entrance examinations. For further information, please contact the Advisory Service (address and other details can be found on the last page). The certificate 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**: you can apply from Tuesday, 22 May 2018. For information on the exact time, please refer to the services portal of the School and University Welfare Office at [http://www.provincia.bz.it/diritto-allo-studio](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 portal 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

2018/2019 ACADEMIC CALENDAR

| Application | 02.07 – 28.09.2018 |
| Online course | September - October 2018 |
| Assessment (interviews) | Begin of October |
| Ranking list | 09.10.2018 |
| Payment of the 1st instalment of fees | by 22.10.2018 |
| Enrolments | by 22.10.2018 |

FOR FURTHER INFORMATION:

<table>
<thead>
<tr>
<th>WHO?</th>
<th>WHAT?</th>
<th>WHERE?</th>
<th>WHEN?</th>
</tr>
</thead>
</table>
| **Advisory Service**  
Tel. +39 0471 012 100  
study@unibz.it | General information and course guidance, foreign students and students with disability or learning difficulties, accommodation | At Bozen/Bolzano: Universitätsplatz/Piazza Università 1 Building A – 1st floor Office A1.01 Infopoint | Tue + Thu 14:00 - 16:00  
Wed + Fri 10:00 - 12:30 |
|  |  | At Brixen/Bressanone: Regensburger Allee/Viale Ratisbona, 16 2nd floor Office 2.12 | by appointment |

| **Student Secretariat**  
Tel. +39 0471 012 200  
student.secretariat@unibz.it | Online application, enrolment, tuition fees | Bozen/Bolzano Universitätsplatz/Piazza Università 5 Building B – 1st floor Office B1.10 | Mon + Wed + Fri 10:00 - 12:00  
Tue + Thu 14:00 - 16:00 |

| **Faculty of Science & Technology**  
Tel. +39 0471 017 000  
sience.technology@unibz.it | Admission procedure, ranking lists, didactics | Bozen/Bolzano Universitätsplatz/Piazza Università 5 Building K – 3rd floor | Mon + Tue 10:00 - 12:00  
Thu + Fri 14:30 - 16:30 |

| **Language Centre**  
Tel. +39 0471 012 400  
language.centre@unibz.it | Online upload of language certificates, enrolment to language assessment tests, language courses | At Bozen/Bolzano: Universitätsplatz/Piazza Università 1 Building A – 1st floor Office A1.01 Infopoint  
At Brixen/Bressanone: Regensburger Allee/Viale Ratisbona, 16 2nd floor Office 2.12 | Tue + Thu 14:00 - 16:00  
Wed + Fri 10:00 - 12:30  
by appointment |
| **Amt für Hochschulförderung / Ufficio per il Diritto allo Studio universitario** | **Grants, accommodation in student halls** | **Bozen/Bolzano** | **Mon + Tue + Wed + Fri** |
| - | - | - | 09:00 - 12:00 |
| Office for School and University Assistance | | Andreas-Hofer-Straße/Via Andreas Hofer, 18 | Thu 08:30 - 13:00 / 14:00 - 17:30 |
| Tel. +39 0471 412 941/ 412 927 hochschulfoerderung@provinz.bz.it | | 2nd floor | |
| | | Office 213, 216 (Grants) | |
| | | Office 214 (Student halls) | |

| **South Tyrolean student association (sh.asus)** | **General information, support in filling out the application forms for grants** | **Bozen/Bolzano** | **Mon - Thu** |
| - | - | - | 09:00 - 12:30 / 14:00 - 17:00 |
| Tel. +39 0471 974 614 bz@asus.sh | | Kapuzinergasse/Via dei Cappuccini 2 | Fri 09:00 - 12:30 |
| | | Ground floor | |