

Study Manifesto

BACHELOR IN COMPUTER SCIENCE

2018/19 academic year

Course outline

Faculty	Computer Science (campus Bozen-Bolzano)
Degree class	L-31
Length	3 years
Credit points	180 (based on the European Credit Transfer System)
Languages used in teaching	English (main language), German, Italian
Admission title	Italian secondary school qualifications or equivalent certificates gained abroad
Language requirements	Level B2 in English and Level B2 in one of the other two teaching languages (Italian/German)
Study places	90 EU + 10 Non EU
Admission procedure	High School grades
Deadline for application	1st Session: 27 April 2018 noon 2nd Session: 18 July 2018 noon
Deadline for enrolment	1st Session: 31 July 2018 noon 2nd Session: 10 August 2018 noon
Tuition fees	1345,50 Euro per year
Begin of language courses	10 September 2018
Classes start	1 October 2018

Subject to change

THE BACHELOR PROGRAMME

Bachelor in Computer Science

Bachelor class: L-31

This three-year programme provides a solid preparation in the foundations of computer science and mathematics, integrated with the study of advanced methods and technologies of information processing as well as their use in resolving application problems. The study is completed with the acquisition of basics in business administration, language skills as well as complementary/transversal skills. In addition, the Bachelor includes a specialisation in one of three application areas of computer science.

Subjects taught

Basic and advanced courses: Mathematics I, Mathematics II, Computer Systems, Computer Programming, Programming Project, Maker Lab, Computer Networks, Data Structures and Algorithms, Introduction to Databases, Probability Theory and Statistics, Programming Paradigms, Artificial Intelligence, Database Management Systems, Formal Languages and Compilers, Software Engineering, Web and Internet Engineering, Information Security, Introduction to Business Administration. "General skills" courses: Scientific Writing and Communication, Project and Teamwork Management. In the 3rd year the study programme foresees a specialization in one of the following three areas: Business & IT Engineering, Software Engineering, Web & Multimedia Engineering. The study program includes a compulsory internship associated to the thesis and an optional internship. Courses are predominantly taught in English.

Career opportunities

Graduates are prepared to work in companies producing hardware or software in the areas of information systems and networks, web-based systems, multimedia systems, distributed systems, databases, etc., as well as in the public and private sector, where information technologies are used in domain-specific applications.

Languages used in teaching

The main teaching language is English. Some courses are held in Italian and in German. The exam is held in the official language of the course.

Fixed intake

The available study places for the academic year 2018/2019 are:

	EU citizens (and citizens given parity of treatment)	non-EU citizens (resident abroad)
1 st session	80	10
2 nd session	10	0
Total	90	10

CURRICULUM

Courses	Language	CP
First year		
Year courses		
Computer Systems Module 1: Computer Systems Architecture Module 2: Operating Systems	En	12
Semester 1		
Mathematics I Module 1: Linear Algebra Module 2: Logic and Discrete Mathematics	En	12
Computer Programming	En	9
English for Computer Scientists	En	3
Semester 2		
Mathematics II Module 1: Analysis Module 2: Computational Mathematics	En	12
Programming Project	En	9
Maker Lab	En	3

Second year		
Semester 3		
Computer Networks	En	6
Data Structures and Algorithms	En	6
Introduction to Databases	En	6
Probability Theory and Statistics	En	6
Programming Paradigms	En	6
Semester 4		
Artificial Intelligence	En	6
Database Management Systems	En	6
Formal Languages and Compilers	En	6
Software Engineering	En	6
Web and Internet Engineering	En	6
Third year		
Year courses		
Free Choice/Internship	It/De/En	12
Semester 5		
Applied Computer Science 1	En	6
Applied Computer Science 2	En	6
Scientific Writing and Communication	It/De	3
Introduction to Business Administration	It/De	6
Italian for Computer Scientists / German for Computer Scientists	It/De	3
Semester 6		
Applied Computer Science 3	En	6
Information Security	En	6
Project and Teamwork Management	It/De	3
Thesis	It/De/En	9

Applied Computer Science Areas		
Courses	Language	CP
Business & IT Engineering		
Introduction to Accounting	En	6
Business Processes Management	En	6
ERP Systems and IT Management	En	6
Software Engineering		
Software Systems Architecture	En	6
Systems Engineering	En	6
Tools and Techniques for Software Testing	En	6
Web & Multimedia Engineering		
Engineering of Mobile Systems	En	6
Human Centered GUI Design	En	6
Multimedia Systems	En	6

Teaching and learning activities

Various kinds of teaching and learning activities confer, in different ways, practical and theoretical knowledge:

- *Courses*: the lecturer teaches the subject matter of the course syllabus in regular meetings with the students.
- *Exercise*: practical work in small groups associated to the courses; during the exercise, the students, under supervision of a lab assistant, apply the acquired knowledge to solve practical problems.
- *Internship*: practical work in a company or in a public institution with the aim to obtain working experience and to facilitate career choices.
- *Projects*: activity where students are involved in a research project at the Faculty under supervision of a professor.
- *Maker Lab*: fundamental techniques for the planning, design and realization of artefacts that use microcomputers.

Internship or Project

Two internships and/or projects are planned:

- compulsory internship / project associated to the final thesis
- optional internship / project in the concepts of the "Free choice" credits

The internships and/or projects cannot start before the semester in which they are planned in the curriculum. For further information, please refer to the Study regulations of the Faculty.

ADMISSION REQUIREMENTS

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

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

If you have a foreign qualification, you are eligible to apply for this bachelor degree course if your qualifications are equivalent to the Italian secondary school qualifications and was achieved after 12 years of schooling. In this case you furthermore must have attended at least the last biennium in the foreign school system (e.g. Irish Leaving Certificate: it is not sufficient to attend one year and obtain the foreign qualification). If the qualifications were gained after fewer than 12 years, the Ministry's provisions will be applied. If in your own country a probation test for the entry at an university is required, you will have to prove that you have passed it. The Ministry of Education, University and Research provides special admission requirements for holders of certain qualifications (American high school diplomas, British qualifications, Greek qualifications). Get more information from the Student Secretariat.

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

LANGUAGE REQUIREMENTS FOR ADMISSION

The official teaching languages are **Italian, German and English**.

To be admitted, you have to certify the level B2 in at least two of the teaching languages:

- B2 in English and
- B2 in Italian or German.

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

By the end of your first year, you must have certified B1 level of proficiency in your third language.

By the end of your undergraduate degree, you must be able to demonstrate the following levels in the three languages: **C1, C1 and B2**.

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

- A1-A2: Basic Users
- B1-B2: Independent Users
- C1-C2: Proficient Users.

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

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

HOW TO DEMONSTRATE LANGUAGE PROFICIENCY

You must first log in to the Application Portal available at www.unibz.it

Once registered, you can:

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

PROFICIENCY REQUIRED FOR ADMISSION (LEVEL B2 IN ENGLISH AND LEVEL B2 IN ITALIAN OR GERMAN)

You can demonstrate language proficiency in the following ways:

- a) you declare, in the application portal, that Italian, German or English was the main teaching language in your final highschool year (corresponds to level C1). If your highschool was one of the trilingual secondary schools in the Ladin valleys of South Tyrol, this will be accepted as demonstrating proficiency in both German and Italian (corresponds to level B2 for both languages). Only in the event that the upper secondary school was in a foreign country: If the foreign language proficiency levels (for German, Italian, or English) obtained during the studies are explicitly indicated on the diploma of graduation according to the Common European Framework of Reference (i.e., B1, B2 or C1), and if all four language abilities (reading, listening, speaking, writing) have been assessed, then the indicated levels can be used to certify the satisfaction of the University language requirements for the second and/or third language. In this case, the diploma can be uploaded to the platform for pre-enrollment.
- b) you declare, in the application portal, to be awarded an undergraduate or postgraduate degree in Italian, German or English. Unibz graduates who matriculated starting from the 2011/12 academic year must refer to the exit language requirements established by the degree course they have attended;
- c) you upload, in the application portal, a recognised 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 - 27 April 2018**, 12.00 midday (for applicants of the 1st and 2nd session)
 - o **17 May - 18 July 2018**, 12.00 midday (for applicants of the 2nd 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:
 - e) **11-12 April 2018** (enrolment from 01.03. to 05.04.2018) (valid for the 1st and 2nd session)
 - f) **27-28 June 2018** (enrolment from 17.05. to 21.06.2018) (valid for the 2nd session only)

If necessary, the exam sessions in April and June will be extended by one day and then possibly take place on 13 April and 29 June.

Further 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/>

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

FURTHER LANGUAGE PROFICIENCY (THIRD LANGUAGE)

In the event that a student admitted to a degree course lacks certification of his or her proficiency in the third language, the student must complete a placement test, following the instructions which will be sent by email.

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

These courses will be offered from 10 through 29 September 2018 (3 weeks = 120 hours of lessons from Monday to Friday). There will be 6 hours of lessons per day plus 2 hours of additional linguistic activities. Besides this intensive course there will be various courses throughout the academic year and during the periods that are free of other lessons and exams.

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

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

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

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

If you have not certified the necessary competence in the third language (B1), you may enrol in the 2nd study year, but you are not allowed to take exams of the 2nd and 3rd year, nor to participate in exchange programs, do Internships and be the beneficiary of scholarships of Unibz.

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

ONLINE APPLICATION

Your application is submitted online through the Application Portal available at www.unibz.it.

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

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".

Applicants with a qualification gained abroad must also upload:

- the diploma of their qualification: those not yet in possession of the diploma can upload it upon enrolment at the very latest - until you have uploaded your diploma, you can only gain conditional admission;
- an official translation of the qualification into Italian (not necessary for qualifications in German or English);
- the declaration of equivalent value of the applicants qualification: those not yet in possession of the declaration can upload it upon enrolment at the very latest (see next paragraph);
- the valid permit to stay for Italy (only for non EU-citizens legally resident in Italy) – see below chapter "EU-citizens and equivalent" point 2.

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

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

For that reason you must:

- apply for the "dichiarazione di valore" (declaration of equivalent value) at the Italian consulate or embassy abroad (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.

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;
- Within the same session you can apply only once for the same study programme. 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.

Considered as equivalent are:

1. Citizens from Norway, Iceland, Liechtenstein, Switzerland, San Marino and Vatican;
2. Non-EU-citizens with a valid permit to stay in Italy (see article 39, paragraph 5 of decree no. 286 of 25.07.1998: "**permesso di soggiorno**" for work, family reasons, political or humanitarian asylum, religious reasons). In this case, you apply directly to the University as described above and must submit a copy of your valid permit to stay. A permit to stay for study reasons or a visa for tourism is not sufficient. If the permit deadline has expired, 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.

Deadlines	Begin	End (term of exclusion)
1 st session	1 March 2018	27 April 2018, 12:00 noon
2 nd session	17 May 2018	18 July 2018, 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.

Deadlines	Begin	End (term of exclusion)
Application session	1 March 2018	27 April 2018, 12:00 noon

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

SELECTION PROCEDURE

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

The requirements for admission are

- a) the minimum of 6 points. The commission gives up to 10 points for the curriculum. In the case of equal points the preference will be given to the younger student.
- b) language level B2 in English and language level B2 in Italian or German.

In the application portal, you shall:

- Insert, using self-declaration, *your marks for the subjects of your third-last and penultimate school year*.
Please note: Mendacious declarations will be penalised by criminal penalties and will result in the automatic exclusion from the ranking list.
Final marks of your third-last year and penultimate year of secondary school* must be self-declared in the online application form.
In the event of self-declared years were concluded abroad, a copy of the relevant school report cards must be uploaded in the portal (for countries other than Austria or Germany, a document with the range of grades containing the lowest pass mark and the highest mark achievable has to be attached);

- Upload the *official translation* of your school report cards into Italian, German or English if needed;
- Upload optionally language certificates as described in point b) under the analogous menu point.

(*) If you have attended a school whose system differs substantially from the Italian system and you do not have the reports with the final marks of the third-last and/or penultimate year of study of your secondary school, the Selection Committee reserves the right to evaluate the possible final reports of the secondary school that refer to years different from the penultimate or third-last.

ADMISSION RANKING LISTS

The Selection Committee will only evaluate the documentation uploaded in the portal by the application deadline and two admission ranking lists will be drawn up: one for EU citizens (and citizens of other countries 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/> and are only valid for the academic year for which they have been drawn up. Publication:

For the first application session, likely by 15 May 2018.

For the second application session, likely by 1 August 2018.

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** (745,50 €)
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	24 May 2018, 12:00 noon
Deadline for applicants of Session II	10 August 2018, 12:00 noon

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

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

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

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

Deadlines	Begin	End
for applicants of Session I	20 July	31 July 2018, 12:00 noon
for applicants of Session II	1 August	10 August 2018, 12:00 noon

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

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

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

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

If you are a non-EU citizen resident abroad:

If you are able to be admitted to the admission procedure of the course you applied for (check the admission ranking lists), the Italian Authorities in your own country will issue you the entry visa for studies/university: this will allow you to arrive in Italy to sit the Italian-language test (for undergraduate degrees), any entrance test you have to take, and to enrol for the course that you have applied for, after passing the selection procedure.

The Italian-language test, which all students applying for undergraduate courses must sit, usually taking place at the beginning of September in Bozen-Bolzano.

According to Italian law, within 8 working days of your arrival in Italy, you must have applied for the permit to stay: as soon as you arrive you should go to the Advisory Service and you will be given the necessary information for starting this procedure.

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

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

TUITION FEES

Enrolment taxes and fees for the 2018/2019 academic year amount to **1.345,50 €**.

Deadlines for payment	1st instalment (745,50 €)*	2nd instalment (600 €)
for applicants of the 1 st session	by 24 May 2018	by 31 March 2019
for applicants of the 2 nd session	by 10 August 2018	by 31 March 2019

* 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 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:

- Disabled students 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: 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>. 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.

2018/19 ACADEMIC CALENDAR

1st session

Application	01.03. - 27.04.2018
Language tests	11. - 12.04.2018 (enrolment by: 05.04.2018)
Selection procedure and publication of ranking lists	by 15.05.2018
Payment of the 1st instalment of the fees	by 24.05.2018
Enrolment	20.07. - 31.07.2018

2nd session

Application	17.05. - 18.07.2018
Language tests	27. - 28.06.2018 (enrolment by: 21.06.2018)
Selection procedure and publication of ranking lists	by 01.08.2018
Payment of the 1st instalment of the fees	by 10.08.2018
Enrolment	01.08. - 10.08.2018

Pre-semester

Intensive language courses	10.-29.09.2018
Infodays for Freshers	01.-02.10.2018

1st semester

Classes	01.10. - 21.12.18
Christmas holidays	22.12.2018 - 06.01.2019
Classes	07.01. - 19.01.2019
Exams	21.01. - 09.02.2019 (1st study year) 21.01. - 16.02.2019 (years after the first study year)

2nd semester

Classes	25.02. - 18.04.2019
Easter holidays	19.04. - 22.04.2019
Classes	23.04. - 15.06.2019
Exams	17.06. - 13.07.2019

Autumn session

Exams	26.08. - 14.09.2019 (1st study year) 26.08. - 28.09.2019 (years after the first study year)
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FOR FURTHER INFORMATION:

WHO?	WHAT?	WHERE?	WHEN?
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 – 1 st 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 2 nd floor Office 2.12	by appointment
Student Secretariat Tel. +39 0471 012 200 studsec@unibz.it	Online application, enrolment, tuition fees	Bozen-Bolzano Universitätsplatz/Piazza Università 1 Building B – 1 st floor Office B1.10	Mon + Wed + Fri 10:00 - 12:00 Tue + Thu 14:00 - 16:00
Faculty of Computer Science Tel. +39 0471 016 004 / 016 005 / 016 010 cs-teaching-organisation@unibz.it	Admission procedure, ranking lists, didactics	Bozen-Bolzano Dominikanerplatz/Piazza Domenicani 3 1 st floor Office 1.03 Left wing	Mon + Wed 10:00 - 12:00 Tue + Thu 14:00 - 16:00
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 – 1 st 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 2 nd floor Office 2.12	by appointment
Amt für Hochschulförderung / Ufficio per il Diritto allo Studio universitario Office for School and University Assistance Tel. +39 0471 412 941/ 412 927 hochschulfoerderung@provinz.bz.it	Grants, accommodation in student halls	Bozen-Bolzano Andreas-Hofer-Straße/Via Andreas Hofer 18 2 nd 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
South Tyrolean student association (sh.asus) Tel. +39 0471 974 614 bz@asus.sh	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