

Study Manifesto

MASTER IN ECO-SOCIAL DESIGN

2018/19 academic year

Course outline

Faculty	Design and Art (campus Bozen-Bolzano)
Degree class	LM-12
Length	2 years
Credit points	120 (based on the European Credit Transfer System)
Languages used in teaching	English, German, Italian
Admission title	See "Admission requirements" (page 2)
Language requirements	Level C1 in one of the languages used in teaching, level B2 in a second language used in teaching
Study places	26 EU + 4 Non EU
Admission procedure	Academic qualification and interview
Deadline for application	1st Session: 27 April 2018 noon 2nd Session: 18 July 2018 noon
Deadline for enrolment	12 October 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 MASTER'S DEGREE PROGRAMME

Master in Eco-Social Design Master degree class: LM-12

This two-year programme aims to train designers able to design and communicate in an integrated manner, considering design from 360°: graduates will know, on one hand, how to design and communicate in a specific context, acting locally but thinking how their action planning fits into the global context. On the other, they will know how to conceive product design, service innovation and cross-media communication in a coordinated way. Graduates will be able to deal with complex projects that take into account the social, environmental and economic perspectives that hold together all the facets of sustainability.

The Alpine region is taken as the local dimension to deal with. It is an area that is characterized by extreme conditions but at the same time is fragile, which exemplifies the relationship between humans and the environment and the tensions between the local and the global. Confronted with the Alpine region and its specific problems, students will learn how to apply methods and tools to solve complex problems. These methods and tools will then be able to be adapted and applied to other areas and contexts.

The programme develops a vision of design as a series of activities that are integrated, but also as an integral activity. Within the programme various fields of design will be integrated in order to respond to complex problems. However, thanks to the specific approach of modular teaching, students can, if desired, specialize in product design or interaction design or communication design or in any other intersection of these fields.

Courses

Design and multimedia communication work

Design Research, Interface Design

Design & Production, Web & Media Design, Design & Materials, Information Design

Political Ecology, Ecosocial Economics

Media Studies, Sociology, Moderation and Participation, Cultural and Social Anthropology

The subject courses are complemented by workshop courses, which are necessary in order to access the Faculty's variety of workshops, language courses, seminars and other electives to be chosen among the subjects offered by the other faculties of the unibz.

Career prospects

Graduates will be equipped to work both freelance as well as in public institutions, organizations and NGOs. They will also be able to work in private design studios and companies, design centres, style centres, and in planning and research centres and departments.

In particular the professionalism gained by graduates in eco-social design is essential for a career both in product design, including all possible areas relating to tangible and intangible assets, as well as in visual communication within the most advanced sectors of communication.

Languages used in teaching

The languages used in teaching are Italian, German and English.

The teaching language of each course will be communicated at the start of the semester. The final exam will always be held in the official language of each course. A wide range of language courses, the advantage of living in a bilingual region and an international academic milieu help students in learning the languages.

Fixed intake

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

	EU citizens (and citizens given parity of treatment)	non-EU citizens (resident abroad)
1 st session	18	4
2 nd session	8	0
Total	26	4

STUDY PLAN

The programme comprises 3 projects and 7 other courses that make up 78 university credit points. A further 42 credits are allocated in the following way:

- 12 credits for electives
- 18 credits for the final degree thesis
- 6 credits for 2 language courses
- 6 credits for seminars which provide useful knowledge for the introduction in to the job world

Attendance of the courses of this programme - although not compulsory - is necessary given its practical nature and the intensive project work planned. Attendance of the seminars which provide useful knowledge for the introduction in to the job world is compulsory.

The workload for students is estimated at 25 hours of work for each credit point. The share of the total time dedicated to personal study or other individual learning activities is between 13 and 20 hours for each credit. Every year the Faculty Council decides what the share of the total time devoted to classroom-based activities will be, based on the specific learning needs of individual learning activities, subject to the minimum number of hours reserved for personal study or other individual training activities type as per art. 5, paragraph 2 of Ministerial Decree 16.3.2007.

The teaching language of each course (Italian, German or English) will be announced at the beginning of each semester.

PROJECTS

Subject		Credits	
PROJEKT 1 Design 1		9	
Design Research related to project 1 and 2		6	
PROJEKT 2 Design 2		9	
PROJECT 3* (modular)	Design 3	12	18 CP (1 exam)
	Design Research	6	

* This project can only be taken once the exams of project 1 and 2 have been passed.

COURSES

All the courses below must be attended by the students during the four semesters. Some of these courses are compulsory whereas others are compulsory within a choice (it means that one or more courses must be chosen among the offered ones). The order in which these courses are followed can be chosen by the student.

SKILLS AND TECHNICAL COURSES

Subject		Credits
<i>Compulsory course</i>		
Interface Design		6
<i>Compulsory courses within a choice – students choose 1 of the following courses</i>		6
Design & Production	6	
Web- & Media Design	6	
Design & Materials	6	
Digital Design & Fabrication	6	
Information Design	6	

SCIENCE AND KNOWLEDGE COURSES

Subject	Credits
<i>Compulsory courses</i>	
Political Ecology	6
Ecosocial Economics	6
<i>Compulsory courses within a choice – students choose 2 of the following courses</i>	
Media Studies	6
Sociology	6
Moderation & Participation	6
Cultural Anthropology	6

LANGUAGE COURSES

During the four semesters, you must follow two language courses from the following:

Subject	Credits
Foreign Language 1 - MA	3
Foreign Language 2 - MA	3

FREE CHOICE COURSES

You have to choose free choice courses for a total amount of 12 credit points. These courses may be chosen among those offered by the Faculty of Design and Art and/or those of the other Faculties of unibz. At the beginning of each academic year, the Faculty announces which courses are offered and recognized as free choice.	12
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SEMINARS

During the 4 semesters, students must attend 3 seminars which provide useful knowledge for the introduction in to the job world, among the offered ones, for a total of 6 credits. Attendance of the seminars is compulsory and foresees a pass/fail test.	6
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DEGREE THESIS

In the fourth semester, you develop a final project as your master's degree. Project is chosen by the student. This work is overseen by a thesis supervisor and a co-supervisor. It is presented and discussed before a board and can be presented in one or more of the master's teaching languages.	18
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TECHNICAL WORKSHOP COURSES

In order to gain access to the various workshops, you have got to follow the respective introductory courses to the workshops. Over the course of the four semesters, you follow at least three specialization courses in workshops, choosing them from the following below:

Name	Contents
Carpentry workshop	Woodworking techniques
Metal workshop	Techniques and processing of metals
Plastics workshop	Techniques of plastics processing
Digital modelling workshop	CAD/CAM/ CNC/CAQ, rapid prototyping, rapid production
Print workshop	Serigraphy – relief printing and pad printing techniques
Cutting and binding workshop	Cutting and binding techniques
Photography workshop	Photographic techniques

Video workshop	Video techniques
Assembly space (Bankraum)	Assembly of the finished products
Surface treatment workshop	Surface treatment (wood staining, wax, oil, varnish, etc.)
Glass workshop*	Glass working techniques

* The students of the Faculty can use the workshops of Vetroricerca Glass Art Design di Bolzano.
In the following workshops no specialisation courses are being offered:

Name	Description
Shaping and moulding workshop	Techniques for modelling shapes and moulds in clay and plaster
Materials and technologies workshop	Materials science in design: materials – semi-finished products - objects
Computer workshop	IT methodologies and instruments
Electronics workshop (drama läb)	Instruments and methodologies of "User Experience Design" and "Physical Computing"

LECTURE HALLS AND CALENDAR

Teachings take place on the main premises of the unibz at the Faculty of Design and Art. The calendar detailing lecture halls and lecture times can be found on the website <https://www.unibz.it/en/timetable/>.
Special teaching activities may also take place outside the semesters.

ADMISSION QUALIFICATIONS

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

a) Italian undergraduate degree (*) in one of the following classes or in an equivalent study qualification earned abroad:

1. Ex M.D. 270/04: Bachelor degree in the classes:
 - L-4 Disegno industriale
 - L-17 Scienze dell'Architettura
 - L-21 Scienze della pianificazione territoriale, urbanistica, paesaggistica e ambientale
2. Ex M.D. 509/99: Bachelor degree in the classes:
 - 42 Disegno industriale
 - 04 Scienze dell'architettura e dell'ingegneria edile
 - 07 Urbanistica e scienza della pianificazione territoriale, urbanistica, paesaggistica e ambientale

(*) In every case, Italian citizens with a foreign university degree must have a high school diploma.

Or:

b) Diploma Accademico di primo livello:

- delle Accademie di Belle Arti (DA1)
 - DAPL03 Scuola di decorazione
 - DAPL04 Scuola di grafica
 - DAPL05 Scuola di scenografia
 - DAPL06 Scuola di progettazione artistica per l'impresa
 - DAPL08 Scuola di nuove tecnologie dell'arte
- degli Istituti Superiori per le Industrie Artistiche
 - DIPLO1 Scuola di progettazione grafica ed editoriale
 - DIPLO2 Scuola di Design

Or:

c) Candidates with an Italian degree need 10 credit points in the following scientific disciplinary sectors or in equivalent subjects – listed above under a) and b) - of the "Accademia di Belle Arti" („Diploma Accademico di primo livello DA1") or of the "Istituti Superiori per le Industrie Artistiche":

- ICAR/13 Industrial Design
- ICAR/14 Architectural and Urban Composition
- ICAR/15 Landscape Design
- ICAR/16 Interior and Decorative Architecture

Or:

d) Bachelor degree, University diploma or equivalent degree of another bachelor class or study qualifications earned abroad can be valued as adequate if, during their study career and before the beginning of the admission procedure, candidates have gained 10 credit points in the following fields: Design, Architecture and Spatial Planning, Landscape architecture or Interior Design.

A commission checks the validity and equivalence of the credit points.

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; further information is available from the Student secretariat).

LANGUAGE REQUIREMENTS FOR ADMISSION

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

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

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

If you are not able to certify the above-indicated entry level, you cannot be admitted. In order to be admitted, no specific competences in the third language are required.

In order to graduate you must reach the above mentioned exit levels.

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

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 (FIRST AND SECOND LANGUAGE)

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);
- 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 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 - 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:
 - o **11-12 April 2018** (enrolment from 01.03. to 05.04.2018) (valid for the 1st and 2nd session)
 - o **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 B1 level:

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	B1.2a+B1.2b	360
Learning path 2	A1	A2.1+A2.2	B1.1a+ B1.1b	B1.2a+B1.2b		280
Learning path 3	A2	B1.1a+ B1.1b	B1.2a+B1.2b			160

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 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 (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 (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.

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, 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

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.

ADMISSION PROCEDURE

In addition to language certification and admission requirements, you must go through a two-step selection procedure in order to access the programme.

Stage 1: Evaluation of the documents presented. The first step is an evaluation of the documents – by the Selection Committee - presented with the application.

The following documents need to be uploaded in the application portal:

a) academic qualification:

- **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 with corresponding marks, the dates in which the exams were passed, the credit points, the subject areas, and the teaching hours;
- **if graduated abroad:** diploma supplement or final degree certificate issued by the foreign university (to be translated into English if in a language other than Italian, German or English) detailing the final mark, exams passed as well as corresponding marks, the dates in which the exams were passed, the credit points, and the teaching hours. A description of the contents of single courses is recommended; it is advisable to attach a declaration of value or similar document by the university with the indication of the lowest mark needed in order to achieve the degree as well as the highest mark obtainable;
- if not graduated yet: please upload the list of your passed exams (see the section entitled "Confirmation of Study Place and Enrolment").

b) curriculum vitae (pdf);

c) outline of a project proposal (pdf), on which you would want to work for a semester. In max. two A4 pages, the main points must be explained concisely, clearly and appealingly. You can freely choose the style and the way of presenting this outline (text, images, graphics, etc). The outline can be written in Italian, German or English;

d) portfolio in PDF format or conversion of a web-based portfolio (e.g. Behance) in PDF format indicating the URL.

Based on the documents received, the commission will decide, after judging the attitude and experience, which applicants will be admitted to the second stage of the selection process.

Stage 2: Interview

The second stage consists of an interview designed to allow everyone to get to know each other and to assess the ability, the experience gained in the field of the study course, the interdisciplinary knowledge, the creativity of the applicant as well as the ability to work in a team.

The interviews will take place approximately one week after the deadline. If you are unable to come to Bozen - Bolzano, the interview can be done via Skype or other video-conferencing software.

ADMISSION RANKING LISTS

The Selection Committee will only evaluate the documentation presented by the application deadline. 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 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 14, 2018.

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

Deadlines	Begin	End
for applicants of Session I	20 July	12 October 2018, 12:00 noon
for applicants of Session II	1 August	12 October 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 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):
<ul style="list-style-type: none"> • diploma of your qualification
<ul style="list-style-type: none"> • official translation of your diploma into Italian (translation is not necessary if the certificates have been issued in German or English)
<ul style="list-style-type: none"> • the Diploma supplement, where it must be indicated: <ul style="list-style-type: none"> • 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).
<ul style="list-style-type: none"> • the declaration of equivalent value of the applicants qualification, in the case the Diploma supplement is missing.

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:
<p>If you are able to be admitted to the admission procedure of the course you applied for (check the admission ranking lists), the Italian Authorities in your own country will issue you with the entry visa for studies/university: this will allow you to arrive in Italy to sit any entrance tests you have to take, and to enrol for the course that you have applied for, after passing the selection procedure.</p> <p>According to Italian law, within 8 working days of your arrival in Italy, you must have applied for the permit to stay: as soon as you arrive you should go to the Advisory Service and you will be given the necessary information for starting this procedure.</p> <p>Once you will obtain your permit of stay for Italy (permesso di soggiorno), you have to deliver it to the Student Secretariat personally or via e-mail.</p>

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

TUITION FEES

Enrolment taxes and fees for the 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)
Interview	10.05.2018
Publication of ranking lists	by 15.05.2018
Payment of the 1st instalment of the fees	by 24.05.2018
Enrolment	20.07. - 12.10.2018

2nd session

Application	17.05. - 18.07.2018
Language tests	27.-28.06.2018 (enrolment by: 21.06.2018)
Interview	26.07.2018
Publication of ranking lists	by 01.08.2018
Payment of the 1st instalment of the fees	by 10.08.2018
Enrolment	01.08. - 12.10.2018

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 015 000 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 Design and Art Tel. +39 0471 015 000 design-art@unibz.it	Admission procedure, ranking lists, didactics	Bozen-Bolzano Universitätsplatz/Piazza Università 1 Building F – 5 th floor	Mon + Tue + Thu + Fri 09:00 - 12:00 Wed 10:00 - 12:00
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