

Study Manifesto

BACHELOR IN DESIGN AND ART

2018/19 academic year

Course outline

Faculty	Design and Art (campus Bozen-Bolzano)
Degree class	L-4
Length	3 years
Credit points	180 (based on the European Credit Transfer System)
Languages used in teaching	German, Italian, English
Admission title	Italian secondary school qualifications or equivalent certificates gained abroad
Language requirements	Knowledge of at least 2 teaching languages (level B2)
Study places	Major in Design 56 EU + 4 Non EU Major in Art 28 EU + 2 Non EU
Admission procedure	Admission test (video presentation and Admission Workshop)
Deadline for application	1st Session: 27 April 2018 noon 2nd Session: 11 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

Subject to approval of the Ministry

THE BACHELOR PROGRAMME

Bachelor in Design and Art, Major in "Design" and Major in "Art"

Bachelor class: L-4

The three-year programme offers a Major in "Design" and a Major in "Art".

The Major in "Design" has an interdisciplinary nature and combines communication and product design. Students will work in small project groups led by renowned designers. The project courses are integrated by the teaching of specialized subjects and theoretical courses.

The Major in "Art" is centered upon contemporary aesthetics and explores the media of photography, film and computer. The artistic projects created by the students will contribute to the debate within the arts about the current developments of society.

The Faculty has professional workshops for making models and prototypes, for the processing of a variety of materials, and for the creation of graphic design products.

The Faculty's range of technical equipment and facilities also features a materials workshop, a video editing workplace, a state-of-the-art photography studio and an excellent university library.

Subjects taught

Major in "Design":

- Product design, Visual Communication
- Digital modelling, Graphic design, Material science and technologies, Digital publishing & social media
- Graphic design theory and terminology, Product design theory and terminology, Visual culture, Theories of cultural consumption
- Drawing 3D CAD, Descriptive geometry, Interior & Exhibit Design, History of design, Innovation managing and start-up, Digital design, Photography, Video), History and criticism of audio-visual media

Major in "Art":

- Curatorial studies: theories and practices, Photography/Video, Interaction/ Performance, Spaces and their production
- Interior & Exhibit Design, Visual communication, Experience Design, Material sciences and their use in an artistic space contest
- Artistic research, Media theory, Media Culture, Sociology of space
- Artistic drawing, Artistic practices, Drawing and narration, Interaction & communication design, History of contemporary art 2, Artistic productions, Descriptive geometry, Web and Communication Design

Specialized subjects and theoretical courses common to both majors:

- History of contemporary art 1
- Cultural anthropology Sociology of social change
- Typography and graphics

In addition to the subjects taught the students have language courses, optional courses, seminars and compulsory workshop courses.

Career opportunities

Graduates will have gained the necessary skills to work freelance or to seek employment in offices and companies belonging to both the public and private sectors in the field of product and service design, artistic production, visual and multimedia communication.

In particular, design graduates will be able to employ their skills in the areas of product design, including the conceptualisation and production of consumer goods, as well as in the fields of graphic design and state-of-the-art visual communication. Art graduates will be able to work as artists, curators, photographers and, thanks to the subjects common to both majors, also as product or visual communication designers. Graduates will learn theories specific to various professional sectors and will be able to apply those theories if they choose to continue with a postgraduate degree in the sectors of design, curatorship or cultural business.

Languages used in teaching

The languages used in teaching are Italian, German and English. 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. The teaching language of each course will be communicated at the start of the semester.

Fixed intake

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

Major in Design	EU citizens (and citizens given parity of treatment)	non-EU citizens (resident abroad)
1 st session	40	4
2 nd session	16	0
Total	56	4

Major in Art	EU citizens (and citizens given parity of treatment)	non-EU citizens (resident abroad)
1 st session	18	2
2 nd session	10	0
Total	28	2

STUDY PLAN

subject to approval of the Ministry

There is a maximum number of 20 exams and the bachelor ends with the completion and presentation of a degree project whose subject is decided upon at the beginning of the sixth semester. Although attendance of courses and lessons is not compulsory, it is deemed necessary due to the practical nature of project work.

You have to create your own study plan by the date indicated by the Faculty Secretariat.

CURRICULUM IN DESIGN

Semester	Subject	CP	Preparatory / Notes
1	PROJECT warm-up DES (modular)	Module WUP Des product design 6	12 (1 exam) note ¹
		Module WUP Des visual communication 6	
1 + 2	Drawing 3D CAD – 1 and 2	8	annual course / notes ² e ³
1	Descriptive Geometry Des	6	note ²
1	History of design 1	6	note ²
2	History of design 2	5	note ⁴
2	Typography and Graphics	6	
4	Interior & Exhibit Design	6	
4	Foreign Language – linguistic skills	3	note ⁵
5	History of contemporary art 1	6	
<i>Mandatory courses within a choice – students choose 1 of the following courses</i>		6	
2	Artistic Photography	6	
2	Video and post-production	6	
3	Photography	6	
3	History and criticism of audiovisual media	6	
<i>Mandatory courses within a choice – students choose 1 of the following courses</i>		6	note ³ for the subject 3D CAD Advanced
3	Digital design: 3D CAD Advanced	6	
4	Digital design: Interaction & Transmedia Design	6	
<i>Mandatory courses within a choice – students choose 1 of the following courses</i>		8	
3	Sociology of social change	8	
4	Cultural Anthropology	8	
5	Innovation managing and start-up	8	

¹ Students who do not pass the Warm-up project before the beginning of the 2nd semester, will only be allowed to attend language and workshop courses during the 2nd semester. In the following academic year they will have to enrol again in the 1st year and will have to attend the Warm-up project again.

² In order to enroll to the project exams from the 2nd year onward, students have to have passed the exams of "Descriptive geometry Des", "Drawing 3D CAD – 1 and 2" and "History of design 1". In order to attend projects and to enroll for their exams from the 2nd year onward, students have to have certified the language level proficiency B1 in the third language (as per the Common European Framework of Reference or language certification of unibz Language Centre).

³ In order to enroll to the exam of "Digital design: 3D CAD Advanced" students have to have passed the exam of "Drawing 3D CAD-1 and 2".

⁴ In order to enroll to the exam of "History of design 2" students have to have passed the exam of "History of design 1".

⁵ The exam "Foreign Language – linguistic skills" cannot be chosen whether in Italian nor in the main language of one's secondary school.

<i>Mandatory courses within a choice – students choose 1 of the following courses for further linguistic skills</i>			3	note ⁶
from 2 nd semester	Foreign language DES-ART 1	3		
	Foreign language DES-ART 2	3		
	Foreign language DES-ART 3	3		

	Seminar Students must attend 1 seminar, for 2 CP, which provides useful knowledge for the introduction into the job world, among those offered by the Faculty. Attendance of the seminars is compulsory and foresees a pass/fail test.	2		
	Free choice courses Students have 12 credit points available for additional courses of their choice. These courses may be chosen among those offered by the Faculty of Design and Art and/or those offered by other unibz faculties. The Faculty decides to recognize these credit points on the base of their coherence with the educational project.	12		

PROJECTS

In their study career students have to choose **4 projects** (letters A, B, C and D – see table below). Starting from the 2nd semester, students can undertake only one project per semester. In their 2nd and 3rd semester they undertake one visual communication project (letter B or C) and the product design project (letter A).

From the 4th semester on they can decide how to proceed with their study plan, undertaking an interdisciplinary one or to focus it either on visual communication or on product design:

- interdisciplinary study plan: A + B + C + D
- study plan focusing on visual communication: A + B + B + C
- study plan focusing on product design: A + B o C (a scelta uno dei due) + D + D

Semester	Subject	CP	Preparatory / Notes	
from 2 nd semester	PROJECT A (modular)	Product design	8	19 (1 exam)
		Material science and technologies	6	
		Theories of cultural consumption	5	
from 2 nd semester	PROJECT B (modular)	Visual communication	8	19 (1 exam)
		Digital publishing & social media	6	
		Visual Culture	5	
from 2 nd semester	PROJECT C (modular)	Visual communication	8	19 (1 exam)
		Graphic Design	6	
		Theories and languages of visual communication	5	
from 2 nd semester	PROJECT D (modular)	Product design	8	19 (1 exam)
		Digital Modelling	6	
		Theories and languages of product design	5	
	Degree project	9	theme and content of the project is chosen by the student	

⁶ Students have to choose 1 specialised language course among the 3 offered; this cannot be in the main language of one's secondary school. For the courses "Foreign language DES-ART" students have to have the certifications required in the corresponding syllabus (as per the Common European Framework of Reference or language certification of unibz Language Centre).

CURRICULUM IN ART

Semester	Subject	CP	Preparatory / Notes		
1	PROJECT warm-up ART (modular)	Module WUP Art praxis	6	12 (1 exam)	note ⁷
		Module WUP Art theory	6		
1 + 2	Artistic drawing 2D – 1 and 2	8	annual course / note ⁸ and ⁹		
1 + 2	Artistic practices 1 and 2	6	annual course / note ⁸ and ¹⁰		
1	History of contemporary art 1	6	note ⁸ and ¹¹		
2	Typography and graphics	6			
3	Drawing and storytelling	6	note ⁹		
3	Interaction & Communication Design	6			
4	History of contemporary art 2	5	note ¹¹		
3 + 4	Artistic productions 1 and 2	6	corso annuale / note ¹⁰		
4	Foreign Language – linguistic skills	3	note ¹²		
5	Descriptive Geometry Art	6			
<i>Mandatory courses within a choice – students choose 1 of the following courses</i>		8			
4	Cultural Anthropology	8			
5	Sociology of social change	8			
<i>Mandatory courses within a choice – students choose 1 of the following courses for further linguistic skills</i>		3	note ¹³		
from 2 nd semester	Foreign language DES-ART 1	3			
	Foreign language DES-ART 2	3			
	Foreign language DES-ART 3	3			
	Seminar Students must attend 1 seminar, for 2 CP, which provides useful knowledge for the introduction into the job world, among those offered by the Faculty. Attendance of the seminars is compulsory and foresees a pass/fail test.	2			
	Free choice courses Students have 12 credit points available for additional courses of their choice. These courses may be chosen among those offered by the Faculty of Design and Art and/or those offered by other unibz faculties. The Faculty decides to recognize these credit points on the base of their coherence with the educational project.	12			

STUDIOS

In their study career students have to choose **4 studios**. Starting from the 2nd semester, students can undertake only one project per semester. The Studio A and the Studio D can each be undertaken only once. The Studio B and the Studio C may be undertaken twice.

⁷ Students who do not pass the Warm-up project before the beginning of the 2nd semester, will only be allowed to attend language and workshop courses during the 2nd semester. In the following academic year they will have to enrol again in the 1st year and will have to attend the Warm-up project again.

⁸ In order to enroll to the Studio exams from the 2nd year onward, students have to have passed the exams of "Artistic drawing 2D - 1 and 2", "Artistic practices 1 and 2" and "History of contemporary art 1". In order to attend projects and to enroll for their exams from the 2nd year onward, students have to have certified the language level proficiency B1 in the third language (as per the Common European Framework of Reference or language certification of unibz Language Centre).

⁹ In order to enroll to the exam of "Drawing and narration" students have to have passed the exam of "Artistic drawing 2D 1 & 2".

¹⁰ In order to enroll to the exam of "Artistic production 1 and 2" students have to have passed the exam of "Artistic practices 1 and 2".

¹¹ In order to enroll to the exam of "History of contemporary art 2" students have to have passed the exam of "History of contemporary art 1".

¹² The exam "Foreign Language – linguistic skills" cannot be chosen whether in Italian nor in the main language of one's secondary school.

¹³ Students have to choose 1 specialised language course among the 3 offered; this cannot be in the main language of one's secondary school. For the courses "Foreign language DES-ART" students have to have the certifications required in the corresponding syllabus (as per the Common European Framework of Reference or language certification of unibz Language Centre).

Semester	Subject	CP	Preparatory / Notes	
from 2 nd semester	STUDIO A – “Space” (modular)	Spaces and their production	8	19 (1 exam)
		Material sciences and their use in an artistic space contest	6	
		Sociology of space	5	
from 2 nd semester	STUDIO B – “Interact” (modular)	Interaction/Performance	8	19 (1 esame)
		Experience Design	6	
		Media Culture	5	
from 2 nd semester	STUDIO C – “Image” (modular)	Photography-Video	8	19 (1 esame)
		Visual communication	6	
		Media Theory	5	
from 2 nd semester	STUDIO D – “Exhibit” (modular)	Curatorial theory and practices	8	19 (1 esame)
		Interior & Exhibit Design	6	
		Research in the field of arts	5	
	Degree project	9	theme and content of the project is chosen by the student	

TECHNICAL WORKSHOP COURSES FOR BOTH CURRICULA (DESIGN AND ART)

In order to gain access to the various workshops, you have got to follow the respective introductory courses to the workshops. You follow at least five technical courses in workshops of your choice over the course of the six semesters (introductory or specialisation courses). You can choose 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
Bankraum (Assembly space)	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	Contents
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 lab)	Instruments and methodologies of “User Experience Design” and “Physical Computing”

LECTURE HALLS AND CALENDAR

Teaching takes 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 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 (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 language. In this case, the diploma can be uploaded to the application portal.

- 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:
 - 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 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) by the end of the first year of your studies, you cannot enroll for the second study year and you are not allowed to attend projects/ studios and to sit their exams.

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

	Admission Workshop	Publication of the ranking list
1st Session	12 May 2018	within 15 May 2018
2nd Session	21 July 2018	within 1 August 2018

The selection procedure includes two stages.

First stage:

The following assignments have to be done autonomously at home:

1. Video (duration: approx. 2 minutes)
2. 2D-Work (design: visual communication)
3. 3D-Work (design: product design)
4. Art-Work

Second stage:

Admission Workshop, which takes place at the Free University of Bozen-Bolzano:

5. Sketch-Test
6. Interview

Selection procedure - first stage (to be done as homework)

1. Video

- The video should not be a technically high-end "Hollywood production".
- The quality of a standard digital camera is enough.
- The video has to be produced by the candidate her/himself.
- The video cannot last more than 2 minutes.
- In the video for the **Major in Design**, for example, you could deal with a two-dimensional representation or an object. Subject and content of the video are at your choice. Realize a creative and intelligent video, in which you show your design passion and your way of thinking.
- For the **Major in Art** realize a video in which you present your artistic interests or goals.
- The video has to be uploaded to the application portal:
for the 1st session within Friday, the 27 April at 12:00 (midday)
for the 2nd session within Wednesday, the 11 July at 12:00 (midday).
- If you apply for both majors (Design and Art), you have to upload two application videos, one for the major in Design and one for the major Art.
- Technical data for the video recording:
 - Length: max. 2 minutes
 - File size: max. 150 MB

- Format: .mov, .mp4, .mpg, .avi or .wmv
- File name: surname_name.format (.mov/.mp4/.mpg/.avi/.wmv)

2. - 4. 2D / 3D / Art Assignments

Regardless of whether you apply for the major in Design, the major in Art or for both majors, you have to do the following tasks as homework assignment:

- 2D-Work (design: visual communication)
- 3D-Work (design: product design)
- Art-Work

Approximately 10 days before the interview, you will receive by e-mail the three topics of the homework. All the technical restrictions and requirements (size of models, materials, etc.) of the homework assignments will be communicated in the same e-mail.

Selection procedure – second stage (Admission Workshop in Bozen-Bolzano)

5. «Sketch-Test» (about 30 minutes)

- The "Sketch Test" takes place before the interview.
- The topics of the "Sketch Test" will be communicated to you at the beginning of the test. The topics are related to the three homework assignments (2D/3D/Art).
- You have to choose and develop one of the three topics.

6. Interview (around 30 minutes)

At the end of the "Sketch-Test" you will have an interview with a commission, during which you will explain and discuss your homework. Moreover, the commission may pose you questions concerning your CV and general questions about design and/or art.

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.

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
<ul style="list-style-type: none">• official translation of the secondary school diploma into Italian (translation is not necessary if the certificates have been issued in German or English)
<ul style="list-style-type: none">• 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 tests 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)
Admission exam (Admission Workshop)	12.05.2018
Publication of ranking lists	by 15.05.2018
Payment of the 1st instalment of the fees	by 24.05.2018
Enrolment	20.07. - 31.07.2018

2nd session

Application	17.05. - 11.07.2018
Language tests	27.-28.06.2018 (enrolment by: 21.06.2018)
Admission exam (Admission Workshop)	21.07.2018
Publication of ranking lists	by 01.08.2018
Payment of the 1st instalment of the fees	by 10.08.2018
Enrolment	01.08. - 10.08.2018

Pre-semester

Workshop Courses (strongly recommended)	03.09. – 07.09.2018
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 015 200 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 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