

Study Manifesto

MASTER IN ENTREPRENEURSHIP AND INNOVATION

2017/2018 academic year

Course outline

Faculty	Economics and Management (campus Bozen-Bolzano)
Degree class	LM-77 (Ministerial Decree n. 270/2004)
Length	2 years
Credit points	120 (based on the European Credit Transfer System)
Languages used in teaching	German, Italian, English
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	70 EU + 5 Non EU
Admission procedure	Evaluation University degree and idea for a Start-up project or the GMAT result
Deadline for application	1st session: 28 April 2017 2nd session: 20 July 2017
Deadline for enrolment	13 October 2017
Tuition fees	1343,50 Euro per year
Begin of language courses	11. September 2017
Classes start	2 October 2017

subject to change

THE MASTER PROGRAMME

Master in Entrepreneurship and Innovation

Master class: LM-77

The goal of this two-year programme is to provide students with a solid theoretical understanding of entrepreneurial and economic subjects, focusing on two aspects: how to set up new companies and how to develop innovation within a company. Areas that characterize the study of entrepreneurship include setting up a business plan, analysing the human, economic and financial resources necessary to set up a business and understanding how to recognize market opportunities. Innovation is understood broadly as the creation and application of new skills applied to product development, managerial processes and competitive strategies.

Subjects taught

Core subjects include: Entrepreneurship, New Product Development, Innovation Management, Entrepreneurial Finance and Venture Capital, Innovation Economics, Advanced Business Law, Applied Statistics, and Advanced data analysis. Further, project-based courses are offered, such as Lean Startup and Entrepreneurship laboratory. Optional courses include Market research, Sales Management and New Product development. Students are required to take an Internship.

Career opportunities

Graduates will find an occupation in knowledge-intensive industries, as well as in traditional sectors which are experiencing a transformation process due to innovation. An entrepreneurial approach is being applied in medium and large public and private companies and in the service sector as a way to manage and allocate resources. Graduates may also apply for positions as project managers in the development of new products and in the management of innovation. They are also well-equipped for further study: second-level Italian master courses or PhD programmes are just some of the options.

Languages of instructions

The languages of instructions are German, Italian and English. Each course is taught in just one of the three official languages although the lecturer reserves the right to use the other two languages for specific parts of the course. However, the exam must be sat in the official language of the course.

Fixed intake

The available study places for the 2017/2018 academic year are:

	EU citizens (and citizens given parity of treatment)	non-EU citizens (living abroad)
1 st session	50	5
2 nd session	20	0
Total	70	5

ADMISSION REQUIREMENTS

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

- a) University degree (*) in one of the following degree classes or another equivalent qualification gained in a foreign country:
 1. ex M.D. 270/04: Bachelor in the degree classes
L-18 Economics and Business Administration,
L-33 Economics,
 2. ex M.D. 509/99: Bachelor in the degree classes
n° 17 Economics and Business Administration,
n° 28 Economic Sciences,
 3. Final degree or university certificate from a School of Economics following the study conditions valid before the M.D. 509/99.

() Italian citizen who have obtained their degree abroad must also have a secondary school leaving qualification.*

Or

- b) University degree in a different degree class to the ones listed above or possession of another equivalent qualification gained in a foreign country as well as the possession of the following study credits in your personal study curriculum:
 - at least 12 credit points in the subject area business administration and/or economics and/or law and/or statistics-mathematics and/or technological and engineering

The subjects contained in the subject areas mentioned above which will be considered as entry requirements for the Master are the following:

Business Administration subject area

- (AGR/01) Economic and Rural Valuation
- (SECS-P/07) Accounting
- (SECS-P/08) Strategic Management
- (SECS-P/09) Corporate Finance
- (SECS-P/10) Business Organization
- (SECS-P/11) Economics and Management of Financial intermediaries
- (ING-IND/35) Management Science

Economics subject area

- (AGR/01) Economic and Rural Valuation
- (SECS-P/01) Economics
- (SECS-P/02) Economic Policy
- (SECS-P/03) Finance
- (SECS-P/04) History of Economic Thought
- (SECS-P/05) Econometrics
- (SECS-P/06) Applied Economics
- (SECS-P/12) Economic History

Law subject area

- (IUS/01) Private Law
- (IUS/02) Comparative Private Law
- (IUS/03) Agricultural law
- (IUS/04) Commercial and Corporate Law
- (IUS/05) Economic Law
- (IUS/07) Labour Law
- (IUS/08) Constitutional Law
- (IUS/09) Public Law
- (IUS/10) Administrative Law
- (IUS/12) Taxation Law
- (IUS/14) EU Law
- (IUS/21) Comparative Public Law

Mathematics and Statistics subject area

- (SECS-S/01) Statistics
- (SECS-S/02) Statistics for Experimental and Technological Research
- (SECS-S/03) Economic Statistics
- (SECS-S/05) Social Statistics
- (SECS-S/06) Mathematics for Economics
- (MAT/01) Mathematical Logics
- (MAT/02) Algebra
- (MAT/03) Geometrics
- (MAT/05) Mathematical Analysis
- (MAT/06) Probability Theory and Statistics
- (MAT/09) Process Research
- (INF/01) Computer Science

Technological and engineering subject area

- (ICAR/13) Industrial design
- (ICAR/17) Drawing
- (ING-IND/13) Machine elements
- (ING-IND/14) Mechanical planning and machine construction
- (ING-IND/15) Drawing and methods of industrial engineering
- (ING-IND/16) Technology and processing systems
- (ING-IND/17) Industrial-mechanical systems
- (ING-IND/22) Science and technology of materials
- (ING-IND/35) Management Science
- (ING-INF/05) Development systems of information
- (INF/01) Computer Science

If you do not have one of these qualifications, you can apply if you have at least 150 credit points (ECTS) from the undergraduate degree (Bachelor) you are studying for. If you are going to achieve qualification according to letter b), you have to fulfil additionally the requirements according to letter b).

However, you must have achieved your degree by the enrolment deadline for the academic year in question, otherwise you will be excluded from the admission procedure. 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 15, 2017.

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**, 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. A B1 level in the third language is required to sit exams in that language. 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 portal available at <https://aws.unibz.it/exup/en>

Once registered, you can:

- upload your language certificates
- enrol to do the language exams offered by the Language Centre
- fill in the application form
- update your personal data.

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. Graduates of unibz, enrolled before 2011, who have not certified their language proficiency in the three languages, must sit a mandatory language placement test;
- 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 **13 March - 28 April 2017**, 12.00 midday (for applicants of the 1st and 2nd session)
 - o **18 May - 20 July 2017**, 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 **16-17 March 2017** (enrolment from 22.02. to 10.03.2017) (valid for the 1st and 2nd session)

- **20 April 2017** (enrolment from 20.03. to 14.04.2017) (valid for the 1st and 2nd session)
- **6 June 2017** (enrolment from 4.05. to 25.05.2017) (valid for the 2nd session only)
- **10 July 2017** (enrolment from 8.06. to 4.07.2017) (valid for the 2nd session only)

If necessary, the exam sessions in April, June and July will be extended by one day and then possibly take place on 21 April, 7 June and 11 July 2017.

Results will be available immediately after the tests.

Please note: There are no language tests after the deadline for application.

Please note: You can take language exams up to the B2 level. The C1-level exam won't be offered during the above sessions. Master's degrees candidates who do not have a C1-level certificate for the first language will need to contact the Language Centre (language.centre@unibz.it).

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)

If you have already acquired a certain level of language competence in the third language of tuition, i.e. your weakest language, we recommend to certify these competences as described above in letters c) and d).

You can certify your competences in the third language of tuition by:

- an up-load of a valid language certificate during the same periods of time as in letter c), or by
- taking a language exam during one of the sessions listed in letter d)

If you are not able to certify your language competence in the third language of tuition and you are admitted to your studies at unibz you will have to take a placement test. You will receive an invitation to the test by e-mail. According to your actual level you will be assigned to a certain learning path so that you will be able to reach level B1 as soon as possible.

If you are an absolute beginner in the third language, or if your certifications or placement test results show a level below B1, you will be required to take a 3-week pre-semester intensive language course offered from 11 through 29 September 2017 (3 weeks = 120 hours of lessons). 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.

You will be accompanied throughout the whole process of language learning by the Language Centre that offers **language courses free of charge** which will help you achieve the B1 level in the third language within the first year of study (without which you may not take exams in that language):

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	320
Learning path 2	A1	A2.1+A2.2	B1.1a+ B1.1b	B1.2a+B1.2b		240
Learning path 3	A2	B1.1a+ B1.1b	B1.2a+B1.2b			160

ONLINE APPLICATION

Your application is submitted online through the application portal available at

<https://aws.unibz.it/exup/en>

You need to create an account, fill in the form online and upload the documents required as an electronic file. Through the application portal you can also upload your language certificates or register for the language exams.

Application for several courses is allowed. Applicants excluded in the first session can apply again in the second.

Deadlines	Begin	End (term of exclusion)
1 st session	13 March 2017	28 April 2017, 12:00 midday
2 nd session	18 May 2017	20 July 2017, 12:00 midday

ATTACHMENTS

You should upload the required attachments for every selected degree course in the portal. In the portal, you can visualize the status of your application and your attachments with the help of colours (e.g. missing documents will be highlighted in red).

Evaluation can then only take place on the basis of the documentation you have uploaded in the portal 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;
- an official translation of the qualification into Italian (not necessary for qualifications in German or English);
- the Diploma supplement, in the case they have achieved their university title in a Member State of the European Union (or in Switzerland, Liechtenstein, Norway or Iceland). In the Diploma supplement 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 they have achieved their university title in a State who is not part of the European Union, or when the Diploma supplement is missing. Those not yet in possession of the declaration can upload it upon enrolment at the very latest;
- the valid permit to stay for Italy (only for non EU-citizens legally resident in Italy) – see below.

The declaration of equivalent value (or diploma supplement for titles achieved in the EU or in the European Economic Area)

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

For that reason you must:

- apply for the "dichiarazione di valore" (declaration of equivalent value) at the Italian consulate or embassy abroad (the declaration must be applied for as soon as possible since it can often require long processing times);
- upload the declaration upon enrolment at the very latest, together with the other relevant documents.

Application by non-EU citizens

- **If you have a valid permit to stay in Italy** (see article 39, paragraph 5 of decree no. 286 of 25.07.1998: "**permesso di soggiorno**" for work, family reasons, political or humanitarian asylum, religious reasons), you apply directly to the University, as described above and must submit a copy of your valid permit to stay. A permit of stay for study reasons, or a visa for tourism, is not sufficient. If the permit deadline has expired, a renewal request must also be attached. **NB:** if you do not provide the permit for one reason or another, you will be automatically considered a non-EU citizen living abroad and therefore subject to the admission procedure through the Italian authorities acting in your country of origin.
- **If you are resident abroad**, you must carry out the **enrolment procedures both through the Italian authorities** (consulate or embassy) in your country **and directly with the University**. The deadlines imposed by the Italian Ministry of Education, Universities and Research (<http://www.studiare-in-italia.it/studenti stranieri/>) must be respected. Should you not follow this procedure with your local Italian consulate, the application that you delivered direct to the University will be declared null and void. Please note that non EU-citizens resident abroad can apply for one course only!

SELECTION PROCEDURE

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

The following criteria are applied to obtain the final score:

a) Grade point average (max. 70 points)

completed education: Final mark, given in xx/30

non-completed education: The grade point average of the passed university exams given in xx/30
In the case of a Bachelor concluded with the highest mark and the mention "summa cum laude", 2 additional points will be awarded.

b) Start-up project or GMAT (max. 30 points)

The start-up project will be assessed based on the following criteria:

- consistency of the idea: coherency of the topic and it's development

- impact of the idea (e.g. social impact, job creation)
- originality of the idea

The GMAT test will be evaluated only with a minimum score of 500 points.

c) Minimum of points to reach to be admitted to the ranking (min. 75 points)

Minimum of points to reach to be admitted to the ranking is 75. This minimum of points have to be reached by adding the points of criteria a) and b).

Only applications containing ALL requested documents will be evaluated. If one of the documents requested for criteria a) and b) is missing, the candidate will not be considered for the ranking.

In the event of equal scores, the applicant who has the highest final mark for his/her degree (if already awarded) will have priority. If the applicant has not yet been awarded his/her degree, the highest grade point average of the passed exams will be taken into consideration. If scores are still equal, the youngest applicant will have priority.

Applicants who still need to graduate and/or certify the remaining exams they have to sit, are provisionally admitted in the ranking list.

In the application portal, you must upload:

➤ the *previous degree*:

prospective students who have already obtained the required degree must upload in the application portal:

- **if graduated in Italy:** diploma supplement or substitute-declaration (following the Italian D.P.R. no. 445/2000) of the degree awarded, final mark, exams passed 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;

prospective students who have not yet obtained the required degree must attest that they have acquired at least 150 credit points (ECTS), as established in the didactic regulation of their programme of origin, by uploading in the application portal:

- **for Italian universities:** substitute-declaration (following the Italian D.P.R. no. 445/2000) of the exams passed as well as the corresponding marks, the dates in which the exams were passed, the credit points, the subject areas, and the teaching hours;
- **for foreign universities:** a certificate (to be translated into English if in a language other than Italian, German or English) issued by the foreign university and containing the list of exams sat as well as the corresponding marks, the dates in which the exams were passed, the credit points, and the teaching hours. A document issued by the university containing the assessment scale used as well as a description of the contents of single courses is recommended.

Furthermore prospective students must download the form available at the following link:

<https://www.unibz.it/assets/Documents/Applicants/unibz-econ-tab-exams-master.xls>. This should be filled in and uploaded in the portal as an *Excel file*.

➤ **Start-up project or GMAT Test**

For the presentation of the **start-up-Project** for a new and innovative Enterprise (start-up) the use of the NABC model (developed by the Stanford University Research Institute) is recommended.

Further useful documents: <https://www.unibz.it/assets/Documents/Applicants/unibz-econ-entrepreneurship-nabc.pdf> and <https://www.youtube.com/watch?v=iHiLAJGDGt4>

OR

GMAT Test

Certificate GMAT®-Test (see : www.mba.com)

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 living 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 16 May 2017.
For the second application session, likely by 4 August 2017.

If you are high up enough on the ranking list to be admitted for one degree course you are not any more interested in, you are required to compile the form for the renunciation and to submit it by e-mail to the Student Secretariat (studsec@unibz.it). This declaration of renunciation cannot be recalled and enables the Student Secretariat to contact the applicants who are next in the ranking list.

The link to the renunciation form is available here:

<https://www.unibz.it/assets/Documents/Applicants/unibz-renunciation-of-study-place-en.pdf>

CONFIRMATION OF STUDY PLACE AND ENROLMENT

If you have been admitted to more than one degree courses, 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** (743,50 €)
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 the 1 st session	25 May 2017
Deadline for applicants of the 2 nd session	24 August 2017

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.

If not all study places of the first session are occupied, any free places will be assigned in the 2nd session.

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.

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 enroll 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 enroll by December 15, 2017.

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

Deadlines	Begin	End
for applicants of the 1 st session	24 July	13 October 2017, 12:00 midday
for applicants of the 2 nd session	4 August	13 October 2017, 12:00 midday

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 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, in the case they have achieved their university title in a Member State of the European Union (or in Switzerland, Liechtenstein, Norway or Iceland). In the Diploma supplement 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 they have achieved their university title in a State who is not part of the European Union, or when the Diploma supplement is missing. Those not yet in possession of the declaration can upload it upon enrolment at the very latest

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

<p>If you are a non-EU citizen resident abroad:</p> <p>If you are able to be admitted to the admission procedure of the course you applied for (check the admission ranklists), 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 pre-enrolled 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 all the information so that you can start 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 your university of origin.

TUITION FEES

Enrolment taxes and fees for the 2017/2018 academic year amount to **1.343,50 €**.

Deadlines for payment	1 st instalment (743,50 €)*	2 nd instalment (600 €)
for applicants of the 1 st session	by 25 May 2017	by 31 March 2018
for applicants of the 2 nd session	by 24 August 2017	by 31 March 2018

* The first instalment includes the provincial tax for the right to study of 143,50 € 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 degree courses on offer and provides support regarding your choice of study.

At the InfoPoints in Bozen-Bolzano and Brixen-Bressanone you can view information material and receive information about the courses. There is also an individual consultation service available.

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: you need to contact the Advisory Service to submit evidence of your disability at least one month before any admission exams. The Advisory Service will arrange the support according to your needs so that you can sit the admission exams without difficulty. You must therefore submit a certificate of disability to the Advisory Service, Piazza Università 1 – Bozen-Bolzano, either in person by appointment, or via fax (+39 0471 012109), by the application deadline.
- Support while you study: please contact the Advisory Service to discuss any further support you may need throughout your time at the University.
- Exemption from tuition fees: please read the paragraph entitled "Tuition Fees".

Students with learning disabilities (law n.170/2010):

- Support during the admission procedure: you are entitled to receive 30% extra time for written entrance examinations. You need to submit an evaluation that documents your learning disorder (diagnosis) to the Advisory Service, Piazza Università 1 – Bozen-Bolzano, either in person by appointment, or via fax (+39 0471 012109), by the application deadline.
The certification provided must have been issued by an institution recognised by your national health service and the diagnosis submitted cannot be accepted if it is more than 3 years old.
- Support while you study: please contact the Advisory Service to discuss any further support you may need throughout your time at the University.

Other forms of support are offered by the School and University Welfare Office of the Autonomous Province of Bozen-Bolzano (address and other details can be found on the last page).

STUDY GRANTS AND STUDENT ACCOMMODATION

The School and University Welfare Office of the Autonomous Province of Bozen-Bolzano (Amt für Hochschulförderung - Ufficio per il Diritto allo Studio universitario) must be contacted for:

- **Accommodation:** you can apply from Tuesday, **11th April 2017**. We advise you to complete the application for accommodation as soon as possible, already upon application at the University or before knowing the admission procedure results: the assignment of accommodation in student hostels follows a first-come, first-served policy. You can find further information regarding registration procedure on the services portal of the Autonomous Province of Bozen-Bolzano from mid-March: www.provincia.bz.it/diritto-allo-studio > Assistenza universitaria > Alloggi in Alto Adige;
- **Study grants:** For information, you can contact the above-mentioned office or the "Südtiroler HochschülerInnenschaft" (sh.asus), which can give information and help with online 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.

STUDY PLAN

In the Master in Entrepreneurship and Innovation there are 11 subjects accounting for 87 credit points (CP). There are further 33 credit points assigned to the following activities:

- 12 CP for free choice courses, provided that they are related to the study plan (*)
- 15 CP for the final degree thesis
- 6 CP for a compulsory internship

(*) The Faculty Council decides every year which free choice courses will be offered by the Faculty.

The workload is set at 25 hours per academic credit point (CP).

The amount of time available to the students for personal studies and other individual training activities varies between 13 and 19 hours per credit point (CP).

The Faculty Council decides every year the share of the total time devoted to educational activities, based on the specific educational needs of individual learning activities.

The minimum number of hours necessary for individual study and other educational activities according to art. 5, 2nd paragraph of DM 16.3.2007 should also be taken into consideration.

The language of instruction for each subject (Italian/German/English) will be announced at the beginning of the academic year.

Students must demonstrate proficiency in the official teaching language of the course at least at the B1 level of the Common European Framework of Reference for Languages in order to sit the relevant exam.

Teaching takes place on the main premises of unibz, at the Faculty of Economics and Management in Universitätsplatz/Piazza Università 1, Bozen-Bolzano. The timetable detailing lecture halls and lecture times can be found on the website <https://www.unibz.it/en/timetable/>.

Study plan			CP
1st year			
27173 Economics (modular)	M-1 Business Economics	6	12
	M-2 Innovation Economics	6	
27174 Statistical Methods for business analysis			6
27175 Entrepreneurship (modular)	M-1 Foundations	8	14
	M-2 New Project Design and Development**	6	
27084 Advanced Data Analysis			6
Related subject (A)			6
Typical subject (B)			6
Typical subject (B)			6
2nd year			
27180 Entrepreneurial Finance and Venture Capital			9
27085 Advanced Business Law			8
27181 Entrepreneurship LAB**			7
27182 Innovation Management			7
Internship			6

A) Related Subjects	CP
27176 Lean Entrepreneurship**	6
27201 Technology Management	6

Students choose one from the listed related subjects.

B) Typical Subjects	CP
27177 Market research	6
27178 Marketing B2B and Sales Management	6
27204 Current Topics of International R&D	6
27196 Family Business Management	6

Students choose two from the listed typical subjects.

** Courses with mandatory attendance (minimum 75% of the lectures)

Although no prerequisites are formally required, professors reserve their right to suggest the courses to be attended before their own lectures.

2017/18 ACADEMIC CALENDAR

1st session

Application	13.03. - 28.04.2017
Language tests	16. - 17.03.2017 (enrolment by: 10.03.2017) 20.04.2017 (enrolment by: 14.04.2017)
Selection procedure and publication of ranking lists	by 16.05.2017
Payment of the 1st instalment of the fees	by 25.05.2017
Enrolment	24.07. - 13.10.2017*

2nd session

Application	18.05. - 20.07.2017
Language tests	06.06.2017 (enrolment by: 25.05.2017) 10.07.2017 (enrolment by: 04.07.2017)
Selection procedure and publication of ranking lists	by 04.08.2017
Payment of the 1st instalment of the fees	by 24.08.2017
Enrolment	04.08. - 13.10.2017*

Preparatory Course "Mathematics for Economists" (facultative)	28.08. - 09.09.2017
Infodays for Freshers	02.10. - 03.10.2017

Pre-semester	
Intensive language courses	11.09. - 30.09.2017

1st semester	
Classes	02.10. - 22.12.17
Exams (extraordinary session)	11.12. - 22.12.2017
Christmas holidays	23.12.2017 - 07.01.2018
Classes	08.01. - 20.01.2018
Exams (ordinary session)	22.01. - 10.02.2018 (1 st study year) 22.01. - 17.02.2018 (years after the first study year)

2nd semester	
Classes	26.02. - 29.03.2018
Easter holidays	30.03. - 02.04.2018
Classes	03.04. - 17.06.2018
Exams (extraordinary session)	14. - 26.05.2018
Exams (ordinary session)	18.06. - 14.07.2018

Autumn Session	
Exams (ordinary session)	27.08. - 15.09.2018 (1 st study year) 27.08. - 29.09.2018 (years after the first study year)

Exams

Ordinary session: mandatory for all Faculties.

Extraordinary session: can be offered by the Faculty arbitrarily, also exclusively for determinate degree courses or exams.

* 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 enroll 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 enroll by December 15, 2017.

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, 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 Economics and Management Tel. +39 0471 013 000 schoolofeconomics@unibz.it	Admission procedure, ranking lists, didactics	Bozen-Bolzano Universitätsplatz/Piazza Università 1 Building E – 4 th floor Office E4.02	Mon 14:00 - 16:00 Tue 10:00 - 12:00 Thu 10:00 - 12:00 / 14:00 - 16:00 Fri 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