

Study Manifesto

BACHELOR IN ECONOMICS AND MANAGEMENT

2014/2015 academic year

Course outline

Faculty	Economics and Management (site Bozen - Bolzano)
Degree class	L-18 (Ministerial Decree n. 270/2004)
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	140 EU + 5 Non EU
Admission procedure	High School grades and motivation letter
Deadline for application	1st Session: 30 April 2014 2nd Session: 19 August 2014
Deadline for enrolment	19 September 2014
Tuition fees	1343 Euro per year
Classes start	29 September 2014

subject to change

THE BACHELOR PROGRAMME

Bachelor in Economics and Management

Bachelor class: L-18

This three-year degree course focuses on understanding economic phenomena from all their different perspectives so that its graduates will have acquired the knowledge that is sought after in the national and global job market. The first two years include courses in economics, management, maths, law and statistics so as to provide students with a solid foundation for the third year. Depending on the profession they would like to enter, students can then choose, in the third year, specialised courses to further increase their knowledge in the areas of econometrics, finance, accounting and management.

Subjects taught

Economics, Management, Industrial Economics, Economic Policy, Strategic Management, Mathematics for Economists, Accounting, Financial Analysis, Statistics, Introduction to legal systems, Business Law, Taxation Law, Marketing, Communication Skills and Leadership, Specialised language for Economics, as well as elective courses such as Auditing, Consumer Behaviour and Econometrics of Financial Markets. The theoretical parts of the course are complemented with application activities such as exercises, seminars, and a compulsory internship.

Career opportunities

Graduates can continue their studies in postgraduate programmes or they can enter the job market as junior managers in companies operating in various sectors, such as the banking or financial sector, or in public administration. With its strong international perspective and its trilingual model, this programme prepares graduates for managerial positions in private or public organisations all over the world.

Languages used in Teaching

The languages used in teaching are German, Italian and English. Each course is held in just one of the three official languages although the lecturer reserves the right to use the other two languages for certain parts of the course. However, the examination must be held in the official language of the course.

Fixed intake

The available study places for the 2014/2015 academic year are:

	EU citizens (and citizens given parity of treatment)	non-EU citizens (resident abroad)
1 st session	95	5
2 nd session	45	0
Total	140	5

ADMISSION REQUIREMENTS

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

- leaving qualifications (A-levels or equivalent) from a five-year secondary school course
- leaving qualifications from a four-year high school course, with or without a certificate certifying that you have successfully completed a one-year complementary course; in the event there is no certificate, the evaluation committee reserves the right to evaluate your overall preparation and to allot debit points that will need to be eliminated by the end of your first year of study
- university degree (regardless of the secondary school leaving qualification owned) (Law nr. 910/1969 art. 1)
- qualifications equivalent to those in points a), b) and c).

If you have foreign qualifications, you are eligible to apply for this bachelor degree course if your qualifications are equivalent to the Italian secondary-school qualifications and were achieved after 12 years of school. 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).

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 PROFICIENCY

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

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

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 above-indicated language levels.

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 www.unibz.it > Prospective students.

HOW TO DEMONSTRATE LANGUAGE PROFICIENCY

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

Once registered, you can:

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

Language proficiency can be demonstrated in the following ways:

- a) holding secondary school leaving qualifications (A-levels, Abitur, Maturità, etc) where the main teaching language of the final year was in one of the official teaching languages of the undergraduate degree course (level C1). If these qualifications were obtained in one of the trilingual secondary schools in the Ladin valleys of South Tyrol, they will be accepted as demonstrating proficiency in both German and Italian (level B2);
- b) holding an undergraduate or postgraduate degree if awarded in one of the three teaching languages of the degree course, or holding a bilingual or trilingual undergraduate or postgraduate degree awarded by the Free University of Bozen - Bolzano*;
- c) presenting, for the relevant languages, a recognised qualification or certificate (see www.unibz.it > [Language Centre](#)); before uploading a certificate please check in advance if the certificate appears on the list of the recognised language certificates. You might send your certificates also to the Language Centre - via email in pdf format – or hand them in in person. The language certificates can be handed in during the following periods: 10.03.-30.04.2014 (first session); 20.05.-09.07.2014 and 31.07.-19.08.2014 (second session);
- d) passing a language test organised by the Language Centre of the Free University of Bozen - Bolzano. Enrolment for these test is done online through the application form:
 - o **9, 10 April 2014** (enrolment from 10.03. to 04.04.2014)
 - o **7, 8, 9 May 2014** (enrolment from 05.04. to 30.04.2014)
 - o **15, 16 July 2014** (enrolment from 01.05. to 09.07.2014)
 - o **21, 22 August 2014** (enrolment from 10.07. to 19.08.2014).

Applicants for the first session can sit the language tests on the first two dates. Applicants for the second session can sit the language tests on all four dates available. Results will be available immediately after the tests.

Please note: in case your final title has been awarded by an Italian public establishment, certificates and diplomas must be substituted by self-declarations. False declarations have consequences punishable by law and lead to the candidate's exclusion from the admission procedure.

The Language Centre offers, during the summer, **language courses** for beginners and preparatory courses for B2 level. See the webpages of the Language Centre for details about deadlines, costs and dates.

During the first year:

If you do not manage to certify B1 level in your third language before starting your studies, during your first year you can attend a language course that aims to prepare you for the B1 test at the Language Centre of the Free University of Bozen - Bolzano. Credit points are not available for attendance of these courses.

At the end of the first year, students must have passed the Language Centre's B1 level test in the third language or have provided the Language Centre with one of the B1 language certificates in the table of certificates, language exams and qualifications recognised by the Language Centre (see www.unibz.it > [Language Centre](#)).

Only once you have passed this test, or provided a certificate, you can enrol in the second year of your studies.

() Graduates of the bilingual or trilingual Bachelor's and Master's programmes of the Free University of Bozen - Bolzano, as well as graduates of the degree course in Primary Education (Ladin section) of the Free University of Bozen - Bolzano who were not required to certify their language proficiency in the official teaching languages by the end of their studies, must in any case sit a **mandatory** language placement test, which is not part of the admission procedure, but will be used to identify candidates' language proficiency. As an alternative to sitting this test, candidates can hand in a qualification or certificate for the relevant languages, as per letter c).*

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. Through the application portal you can also upload your language certificates or register for the language exams.

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

Deadlines	Begin	End
1 st Session	10 March 2014	30 April 2014, 12:00 midday
2 nd Session	5 May 2014	19 August 2014, 12:00 midday

ATTACHMENTS

You should upload the required attachments 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 presented 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);
- the attachments listed in the section entitled "Selection procedure";
- the declaration of equivalent value of the applicant's qualification(s) (only for applicants with a qualifications gained abroad; those not yet in possession of the declaration can submit 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 (for applicants with qualifications from abroad only)

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)

- deliver the declaration upon enrolment at the very latest, together with the other relevant documents.

Application by non-EU citizens

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

SELECTION PROCEDURE

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

The following criteria expressed in % are applied to obtain the final score:

- 90 % is obtained from the grade point average obtained in your third-last year and penultimate year of secondary school. Marks for behaviour, religion and physical education are not taken into consideration.
- 10 % is obtained from the personal statement letter

You have to have at least 21/30 points to be admitted to the bachelor in Economics and Management based on the points awarded following the evaluation criteria. The overall rating will be rounded up or down.

In the event of equal scores, applicants with a higher grade point average (calculated on the secondary school subjects taken into consideration) will be given priority. If scores are still equal, the younger applicant will have priority.

In the application portal, you shall:

- Insert, using self-declaration, *your marks for the subjects of your third-last and penultimate school year*. Please note: False declarations are punishable by law. Final marks of your third-last year and penultimate year of secondary school* must be self-declared in the online application form. In the event of self-declared years being concluded abroad, a copy of the relevant school report cards must be uploaded in the portal (for countries other than Austria or Germany, a document with the range of grades containing the lowest pass mark and the highest mark achievable has to be attached);
- Upload the *official translation* of your school report cards into Italian, German or English if needed;
- Upload a *personal statement letter* in format DIN A-4 of no more than 3000 characters with spaces, in which you explain why you would like to enrol for the degree programme.

(*) If you have attended a school whose system differs substantially from the Italian system and you do not have the reports with the final marks of the third-last and/or penultimate year of study of your secondary school, the Selection Committee reserves the right to evaluate the possible final reports of the secondary school that refer to years different from the penultimate or third-last. In cases where applicants are already in possession of a university degree, the Selection Committee will consider the average of marks obtained doing university exams.

ADMISSION RANKING LISTS

The Selection Committee will only evaluate the documentation presented by the application deadline and two admission ranking lists will be drawn up: one for EU citizens (and citizens of other countries which enjoy parity of treatment) and one for non-EU citizens resident abroad.

The ranking lists will be published on the website www.unibz.it and are only valid for the academic year for which they have been drawn up. Publication:

For the first application session, likely by 20 May 2014.

For the second application session, likely by 3 September 2014.

HOW APPLICANTS OF THE FIRST SESSION ARE GUARANTEED A PLACE ON THE COURSE

If you have been admitted in the first session and want to be guaranteed a place on the course, you must proceed as follows:

by 6th June 2014	pay the first instalment of University fees (743 €) and deliver the receipt to the Student Secretariat . <u>Please note that payment will only be accepted once the receipt has been presented personally or via e-mail - it is not enough just to make the payment</u> .
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If you do not respect this deadline, you will automatically lose your place and there will be a period where applicants for the 1st session on the waiting list will be able to enrol. 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 in August/September. If you have a guaranteed study place but you do not enrol, there will be no refund of the University fees unless you do not pass your secondary school final exam or university 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.

ENROLMENT

If you are high up enough on the ranking lists to be admitted for more than one degree course, you can only enrol for one of those courses. Once you have enrolled for this course, you lose the right to enrol for another course or to move up in the ranking lists of other courses.

Deadlines	Begin	End
for applicants of the 1 st session	1 August	19 September 2014, 12:00 midday
for applicants of the 2 nd session	3 September	19 September 2014, 12:00 midday

You need to submit your application in person at the Student Secretariat in Bozen – Bolzano.

Please enclose with the application:	Who needs it:
<ul style="list-style-type: none">payment receipt for the first instalment of University fees (if this was not delivered in May)	everybody
<ul style="list-style-type: none">the original of the declaration of equivalent value of your secondary school diploma, issued by the Italian consulate or embassy abroad	applicants with secondary school diplomas from abroad
<ul style="list-style-type: none">the original or an authenticated copy of the secondary school diploma	applicants with secondary school diplomas from abroad
<ul style="list-style-type: none">the original of the official translation of the qualification into Italian (translation is not necessary if the certificates have been issued in the German-speaking area)	applicants with secondary school diplomas from abroad
<ul style="list-style-type: none">a valid permit to stay in Italy	non-EU citizens
<ul style="list-style-type: none">a copy of the transfer application presented at your university of origin	students intending to transfer from another Italian university to the Free University of Bozen - Bolzano

Enrolment is recommended as soon as possible and not upon 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. These names will be published on www.unibz.it.

TUITION FEES

Enrolment taxes and fees for the 2014/2015 academic year amount to **1,343 €** and are to be paid by bank transfer.

Deadlines for payment	1st instalment (743 €)*	2nd instalment (600 €)
for applicants of the 1 st session	by 6 June 2014	by 31 March 2015
for applicants of the 2 nd session	by enrolment	by 31 March 2015

* The first instalment includes the provincial tax for the right to study of 143 € 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. Students who have not paid their taxes or other fees will be unable to take exams and will not be able to transfer to other universities or other degree courses.

Students who drop out of a course, interrupt their studies or are excluded from studies, 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, credit points gained at the end of previous university studies can be accredited if they are compatible with the subjects offered. On the request of the student those credit points will be evaluated by the relevant Degree Council and then, if recognised, inserted in the student's career. Recognition applications must be submitted by the deadline, if available, established by the Faculty.

ADVISORY SERVICE

The Advisory Service informs prospective students about the faculties and the degree courses on offer and provides support regarding their choice of study.

At the InfoPoints in Bolzano and Bressanone you can view information material and receive information about the courses. There is also an individual consultation service available for anyone who is interested. Addresses and telephone numbers can be found on the last page of this Manifesto.

STUDENTS WITH DISABILITIES OR LEARNING DISORDERS

If you have a disability or a learning disorder, the Advisory Service will provide support throughout your time with us at the University.

If you need advice or information about access to and movement around the premises, or about the benefits and opportunities available to students with disabilities, please contact the Advisory Service when you submit your application and in any case at least one month before any admission exams that you have to do. Only in this way can we guarantee any necessary assistance so that you can sit the admission exams without difficulty.

Information concerning exemptions from paying university fees can be found in the paragraph entitled "Tuition Fees".

Other forms of support are offered by the School and University Welfare Office of the Autonomous Province of South Tyrol (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 South Tyrol (Amt für Hochschulförderung, Universität und Forschung - Ufficio per il Diritto allo Studio universitario, l'Università e la Ricerca scientifica) must be contacted for:

- **Accommodation:** application is possible from Wednesday, 9 April 2014. It is advisable 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. Further information regarding registration procedure will be available from 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, students 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

The Bachelor in Economics and Management consists of 24 subjects that are worth a total of 159 credit points (CP). There are a further 21 credits for the following:

- 12 CP for optional courses chosen by the students, provided that they are related to the degree itself(*)
- 3 CP for the final degree thesis
- 6 CP for a compulsory internship

(*) The School Council decides every year which optional courses will be offered by the School.

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, is from 13 to 19 hours per credit point (CP).

The Faculty Council decides every year the share of the total time devoted to educational activities fronts, based on the specific educational needs of individual learning activities. The minimum limit of the hours for the individual study and other educational activities according to art. 5, 2nd paragraph of the DM 16.3.2007 should also be taken into consideration.

The language used in teaching 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 in order to sit the relevant exam.

Teaching takes place on the main premises of the Free University of Bozen - Bolzano, at the School of Economics and Management in Universitätsplatz/Piazza Università 1. The calendar detailing lecture halls and lecture times can be found on the website of the Free University of Bozen - Bolzano.

Subjects			CP
1st year			
Economics 1			8
Mathematics for Economists (modular)	M-1 Mathematics for Economists A	6	12
	M-2 Mathematics for Economists B	6	
Introduction to Legal Systems (modular)	M-1 Public Law	6	12
	M-2 Private Law	6	
Introduction to Accounting			8
Introduction to Management			8
Information Systems and Data Management			5
Foreign Language 1- Specialised Language course for Economics - Basic (*)			4
Foreign Language 2 - Specialised Language course for Economics - Basic (*)			4
2nd year			
Economics 2			8
Statistics			6
Business Law			6
Marketing			7
Financial Analysis			7
Foreign Language 1- Specialised Language course for Economics – Advanced (**)			3
Foreign Language 2 - Specialised Language course for Economics – Advanced (**)			3
Communication Skills and Leadership			4
Internship			6

3rd year	
Taxation Law	7
Economic Policy	6
Industrial Economics	6
Strategic Management	7
Typical Subjects ¹	7
Typical Subjects ²	7
Complementary Subjects ³	7
Typical Subjects ⁴	7

¹ Typical Subjects:

Students will have to choose one of the following subjects worth 7 CPs:

Intermediate Financial Accounting
Management Accounting and Control
Auditing
Advanced Financial Accounting

² Typical Subjects:

Students will have to choose one of the following subjects worth 7 CPs:

International Marketing
Management of Multinationals
Consumer Behaviour
Operations Management

³ Complementary subjects:

Students will have to choose one of the following subjects worth 7 CPs:

Econometrics
Econometrics of Financial Markets

⁴ Typical Subjects:

Students will have to choose one of the following subjects worth 7 CPs:

Financial Risk Management
International Finance
Banking and Corporate Finance

(*)Students have to pass two of the three "Foreign Language - Specialised Language course for Economics – Basic" language exams, but cannot choose the language in which they sat their final examinations at secondary school.

(**)Students have to pass two of the three "Foreign Language - Specialised Language course for Economics – Advanced" language exams, but cannot choose the language in which they sat their final examinations at secondary school.

(*) (**) Students who obtained their secondary school leaving qualification at one of the trilingual secondary schools of the Ladin areas of South Tyrol must choose the language, besides English, in which they intend to sit the exams of the mandatory language courses. They have to communicate their option to the Faculty Administration by the deadline established.

Students who obtained their secondary school leaving qualification in a language different from the three official teaching languages of the FUB must choose the languages in which they intend to sit the exams of the mandatory language courses. They have to communicate their option to the Faculty Administration by the deadline established.

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

2014/15 ACADEMIC CALENDAR

1st session

Application	10.03. - 30.04.2014
Language tests	09. + 10.04.2014 (enrolment: 10.03. - 04.04.2014) 07. - 09.05.2014 (enrolment: 05.04. - 30.04.2014)
Selection procedure and publication of ranking lists	06.05. - 20.05.2014
Payment of the 1st instalment of the fees	by 06.06.2014
Enrolment	01.08. - 19.09.2014

2nd session

Application	05.05. - 19.08.2014
Language tests	09. + 10.04.2014 (enrolment: 10.03. - 04.04.2014) 07. - 09.05.2014 (enrolment: 05.04. - 30.04.2014) 15. + 16.07.2014 (enrolment: 01.05. - 09.07.2014) 21. + 22.08.2014 (enrolment: 10.07. - 19.08.2014)
Selection procedure and publication of ranking lists	21.08. - 03.09.2014
Enrolment	01.08. - 19.09.2014
Summer language courses	
- B2	28.07. - 19.08.2014 (enrolment by 18.07.2014)
- Beginners and B1	05.08. - 16.09.2014 (enrolment by 31.07.2014)

1st semester

Classes	29.09. - 23.12.14
Exams (extraordinary session)	11.12. - 23.12.14
Christmas holidays	24.12.14 - 06.01.15
Classes	07.01. - 24.01.15
Exams (ordinary session)	26.01. - 24.02.15

2nd semester

Classes	23.02. - 02.04.15
Easter holidays	03.04. - 06.04.15
Classes	07.04. - 13.06.15
Exams (extraordinary session)	18.05. - 30.05.15
Exams (ordinary session)	15.06. - 18.07.15

Autumn session

Exams (ordinary session)	31.08. - 29.09.15
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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, 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	Thu 14:00 - 16:00 and by appointment
Student Secretariat Tel. +39 0471 012 200 student.secretariat@unibz.it	Online application, enrolment, tuition fees	Bozen/Bolzano Universitätsplatz/Piazza Università 1 Building B – 1 st floor Office B1.10	Mon + Wed + Fri 09:00 - 12:00 Tue + Thu 14:00 - 16:00
School 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 10:00 - 12:00 / 13:30 - 16:30 Wed 10:00 - 12:00 / 14:00 - 16:00 Thu 10:00 - 12:00 Fri 13:30 - 16:30
Language Centre Tel. +39 0471 012 400 language.centre@unibz.it	Online upload of language certificates, enrolment to language assessment tests, language courses	At Bozen/Bolzano: Universitätsplatz/Piazza Università 1 Building A – 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	Thu 10:00 - 12:00 (from October to April)
Amt für Hochschulförderung, Universität und Forschung / Ufficio per il Diritto allo Studio universitario, l'Università e la Ricerca scientifica 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 209, 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