



FREIE UNIVERSITÄT BOZEN
LIBERA UNIVERSITÀ DI BOLZANO
FREE UNIVERSITY OF BOZEN - BOLZANO

Fakultät für
Wirtschaftswissenschaften

Facoltà di
Economia

School of
Economics and Management

Study Manifesto

BACHELOR IN ECONOMICS AND MANAGEMENT

2013/2014 academic year

COURSE OUTLINE	
Faculty	Economics and Management (site Bolzano/Bozen)
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	135 EU + 5 Non EU
Admission procedure	High School grades and motivation letter
Deadline for pre-enrolment	1 st session: 28 th March 2013 2 nd session: 20 th August 2013
Deadline for enrolment	2 nd October 2013
Tuition fees	1341 Euro per year
Classes start	30 th September 2013

subject to change

13.05.2013

COURSE DESCRIPTION

The **Bachelor in Economics and Management (Bachelor class L-18)** focuses on understanding economic principles from all their different perspectives so that our graduates will have acquired knowledge that is sought after in the national and global job market. The first two years provide you with courses in economics, management, maths, law, statistics and computer skills so as to provide you with a solid foundation for the third year. The third year builds on this foundation by offering more specialized courses to further increase your knowledge in the areas of economics, finance, business studies and management. You are able to choose the courses you wish to follow so you can set yourself up for the profession that you would like to enter once you have finished your studies. The theoretical parts of the course are complemented with practical activities such as exercise classes, seminars and lab work as well as an internship in a company in Italy or abroad. The internship is a compulsory part of the degree course.

CAREER OPPORTUNITIES

Graduates of Economics and Management will be able to continue their studies following masters or other specialisation courses in Italy or abroad or they will be able to enter the job market as managers in companies operating in various sectors, in the banking sector or in financial institutions, in the accounting sector or in public administration.

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 2013/2014 academic year are:

	EU citizens (and citizens given parity of treatment)	non-EU citizens (resident abroad)
1 st pre-enrolment session	90	3
2 nd pre-enrolment session	45	2
Total	135	5

ADMISSION REQUIREMENTS

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

- leaving qualifications from a five-year secondary school course;
- leaving qualifications from a four-year high school course, with or without a certificate proving 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;
- qualifications gained abroad and recognized as equivalent.

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 a 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

LANGUAGE PROFICIENCY IN THE FIRST AND SECOND TEACHING LANGUAGE

You can enrol for undergraduate degree courses if you can certify adequate language proficiency (minimum level required: **B2** of the Common European Framework of Reference) in at least two of the three official teaching languages (English, Italian, German).

The six levels of the Common European Framework of Reference provide descriptors of language proficiency. The lowest level is A1, the highest C2.

A1-A2: Basic Users

B1-B2: Independent Users

C1-C2: Proficient Users.

In order to enroll for undergraduate degrees, you must be able to certify proficiency at the B2 level or above in at least two of the three teaching languages (English, German, Italian).

LANGUAGE PROFICIENCY IN THE THIRD TEACHING LANGUAGE

In order to enrol for the first year, you do not have to certify proficiency in the third teaching language (English, German or Italian). By the end of the first year, students must have certified a B1 level of proficiency in the third language.

Furthermore, the language proficiency in the third language is a prerequisite to sit exams of subjects which are taught in that language.

EXIT LEVEL

By the end of their undergraduate degree, students must be able to demonstrate proficiency in their first language at the C1 level, in their second language at the B2+ level and in their third language at the B2 level.

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

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

Language proficiency can be demonstrated in the following ways:

- 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. 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;
- 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;*
- presenting, for the relevant languages, a recognised qualification or certificate (see www.unibz.it);
- passing a language test organised by the Language Centre of the Free University of Bozen/Bolzano.

* Graduates of the bilingual or trilingual bachelor and master 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. Those who do not sit this language placement test will not be allowed to sit the exams of subjects taught in the uncertified languages.

As an alternative to sitting this test, candidates can hand in a qualification or certificate for the relevant languages, as per letter c).

How can I demonstrate language proficiency?

In order 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 the language assessment tests offered by the Language Centre

- fill in the pre-enrolment application
- update your personal data.

Under the menu point "Manage Applications", candidates fill out the pre-enrolment form. In the form, they declare the main language used in teaching in the secondary school where they obtain their leaving qualification. If the language is German, Italian or English, the declaration certifies their language skills (level C1) in the relevant language. False declarations have consequences punished by the law and can lead to the candidate's exclusion from the admission procedure.

In the menu point concerning the upload of certificates, you must upload recognized language certificates electronically for the languages used in teaching at the university (Italian, German, English). This means:

- if you already obtained your university degree: the final certificate;
- if you have not yet obtained your university degree: a certificate issued by the university attesting the main language used in teaching;
- language certificates recognized by the Language Centre (see www.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. This concerns:

- certificates issued by CELI, CILS, Uni Roma Tre, Società Dante Alighieri and Ufficio esami di bi- e trilinguismo of the Autonomous Province of Bozen-Bolzano;
- university diplomas or certificates attesting the main language used in teaching issued by Italian universities.

If you cannot upload certificates, you can send them via email to the Language Centre or personally hand them in. Language certificates can be submitted until **the deadline for pre-enrolment**.

The Language Centre will then check all the submitted certificates and contact you if further information or documentation is required.

How can I enrol for the language tests?

If you do not have recognized certificates attesting language proficiency, you can demonstrate it through the language assessment tests offered by the Language Centre.

You must enrol for the tests through the same portal available for the upload of certificates.

The tests will be taking place on the following dates:

- **9th April 2013** and the following days (closing date for enrolment: 28.03.2013, for pre-enrolled students in the 1st and 2nd pre-enrolment session)
- **7th May 2013** and the following days (closing date for enrolment: 29.04.2013, for pre-enrolled students in the 2nd pre-enrolment session)
- **16th July 2013** and the following days (closing date for enrolment: 08.07.2013, for pre-enrolled students in the 2nd pre-enrolment session)
- **22th August 2013** and the following days (closing date for enrolment: 20.08.2013, for pre-enrolled students in the 2nd pre-enrolment session).

Those pre-enrolled in the second session can sit the language tests at all dates available. Results will be available immediately after the tests.

How can I prepare for the last language test in August (level B2)?

The Language Centre offers, during the summer, language courses preparing students for level B2 tests. These **language courses** take place from 30th July to 21th August 2013 (Monday-Friday, four hours/day). The deadline to enrol for these courses is 19th July 2013.

How do I reach the required level of proficiency in the third language?

Before starting your studies:

You can attend the following **language courses** organised by the Language Centre:

- beginners courses (for absolute or false beginners) which will run from 30th July to 6th September 2013 (Monday to Friday, four hours/day) or
- courses to prepare for the B1 language test which will run from 30th July to 21th August 2013 (Monday to Friday, four hours/day)

The deadline to enrol for these courses is 19th July 2013. If you require further information, please contact the Language Centre (tel. 0471-012400; e-mail: language_centre@unibz.it).

During the first year:

If you do not manage to certify the 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 the 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).

Only once you have passed this B1 test, or provided a certificate, you can enrol into the second year of studies.

ONLINE PRE-ENROLMENT

The pre-enrolment application must be completed online during the following period:

- **1st session: 1st March 2013 – 28th March 2013 (until 12:00 midday)**
- **2nd session: 2nd April 2013 – 20th August 2013 (until 12:00 midday)**

LOG-IN

In order to pre-enrol, you must first log in to the portal available at www.unibz.it.

Once registered, you can:

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

ATTACHMENTS

Once you have sent the application, you should upload the required attachments in the portal. If uploading is not possible, documents can be submitted to the Student secretariat via email or handed in personally.

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).

Prospective students excluded in the first session can pre-enrol again in the second one.

Pre-enrolment is allowed for more courses.

Evaluation can then only take place on the basis of the documentation you have presented by the deadline with the application form. If there are any incomplete applications, the Committee can decide to exclude the candidate 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";
- a copy of the declaration of equivalent value of the candidate's qualification(s) (only for candidates with a qualifications gained abroad) – see next paragraph;
- a copy of the valid permit to stay for Italy (only for non EU-citizens legally resident in Italy) – see next paragraph.

If you have qualifications from abroad you must also deliver – at the latest upon enrolment – the original **declaration of equivalent value**, together with the original or an authenticated copy of your secondary school certificate and an official translation into Italian. The declaration of equivalent value is issued by the Italian consulate or embassy abroad and confirms that your qualification would grant you entry to a similar university course in the country in which the qualifications were achieved. The declaration must be applied for as soon as possible since it can often require long processing times.

Non-EU candidates with valid permit to stay for Italy (see article 39, paragraph 5 of decree no. 286 of 25.07.1998,) apply directly to the University, as described above. In this case, you must submit a copy of your valid permit to stay for Italy ("**permesso di soggiorno**" for work, family reasons, political or humanitarian asylum, religious reasons). 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 a non-EU candidate resident abroad, you must carry out the enrolment procedures both through the Italian authorities (consulate or embassy) in the country in which you obtained or are to obtain your academic qualifications **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 directly to the university will be declared null and void. The Italian authorities abroad are the only ones enabled to accept and send applications to the university.

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. Your high school grades and a personal statement letter will be evaluated.

In the pre-enrolment portal, you shall:

- Insert, using self-declaration, *your marks for the subjects of your third-last and pre-last school year*.
Please note: False declarations are punished by the law.
Final marks of the third last year and penultimate year of secondary school* must be self-declared in the online application form.
In the event that self-declared years were concluded abroad, a copy of the relevant school report cards must be uploaded in the portal (for countries other than Austria or Germany, a document with the range of grades containing the lowest pass mark and the highest mark achievable has to be attached);
- Upload the *official translation* of your school report cards into Italian, German or English if needed;
- Upload a *personal statement letter* not longer than one side of typed A4, 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.

The Selection Committee will consider the average of marks obtained doing university exams in cases where Italian or foreign candidates are already in possession of a university degree.

ADMISSION RANKING LISTS

Two admission ranking lists will be drawn up, based on the results of the selection procedure: one for EU citizens (and citizens of other countries who enjoy parity of treatment) and one for non-EU citizens resident abroad.

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.

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

- a) **for 90 %** the grade point average obtained in the third last year and penultimate year of secondary school (the marks for behavior, religion and physical education are not taken into consideration)
- b) **for 10 %** the personal statement letter
max. 10 points.

In the event of equal scores, candidates 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 candidate will have priority.

RANKING LISTS PUBLICATION

The ranking lists will be published on the website of the Free University of Bozen/Bolzano (www.unibz.it) and are only valid for the academic year for which they have been drawn up. Publication:

For the first pre-enrolment session, likely by 22nd April 2013.

For the second pre-enrolment session, likely by 9th September 2013.

In order to form these ranking lists, the University can only evaluate the documentation presented by the pre-enrolment deadline.

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

If you have been admitted through the ranking lists, you will have to pay the first instalment of university fees (€ 741) and **deliver the receipt to the Student Secretariat by 17th May 2013**. (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). Once this receipt has been received, you are guaranteed a place on the course. If you do not deliver the receipt to the Student Secretariat by the deadline, you will automatically lose your place and there will be a period where candidates of the 1st session on the waiting list will be able to enrol. If not all study places of the first session are occupied, the 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, in the event of non-EU candidates resident abroad, you do not receive the necessary documents from the Italian authorities in your country.

ENROLMENT

Qualified candidates in the first session may enrol from 1st August 2013, for the **Bachelor in Economics and Management**.

Qualified candidates in the second session may only enrol after the publication of the ranking list (likely on 9th September 2013).

You need to submit your application in person by **2nd October 2013, 12:00 midday** at the Student Secretariat in Bolzano/Bozen.

The receipt for first payment of university fees (if this was not delivered in May) must be enclosed with the application.

Candidates with secondary school certificates or qualifications from abroad must also enclose:

- original of the declaration of equivalent value of the secondary school certificate or qualification issued by the Italian consulate or embassy abroad;
- original or authenticated copy of the qualification obtained at the conclusion of secondary education;
- original of the official translation of their qualification into Italian (translation is not necessary if the certificates have been issued in the German-speaking area).

Non-EU citizens must also enclose a valid permit to stay in Italy.

If you are a student intending to transfer from another Italian university to the Free University of Bozen/Bolzano, you must enclose with the enrolment form a copy of the transfer application presented at your university of origin.

If candidates on the list do not apply to become students by the date stated, the Free University of Bozen/Bolzano will reserve the right to accept applications from students further down the list. The names will be published on www.unibz.it.

If you are high enough up the ranking lists to be taken 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.

TUITION FEES

Enrolment taxes and fees for the 2013/2014 academic year and the provincial tax for the right to study amount to **€ 1.341**.

Taxes are to be paid through a bank transfer in **two different instalments**

- the 1st instalment* for an amount of € 741 by 17th May 2013 (for pre-enrolled students from the first session) or by enrolment (for pre-enrolled students from the second session),
- the 2nd instalment for € 600 by 31st March 2014.

* The first instalment amount includes the provincial tax of € 141 and a revenue stamp of € 14.62.

In order to enrol, the first instalment must be paid.

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.

Disabled students with a disability up to or exceeding 66% are completely exonerated from paying university fees (and the provincial tax): 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 are also exonerated from university fee (as well as from the provincial tax).

Students who benefit from a scholarship granted by the Autonomous Province of Bozen - Bolzano (see below) are entitled to receive a refund of the tuition fees paid in the academic year.

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 recognized, inserted in the student's career.

Exams passed at other Italian universities in which the study career has been concluded following an official withdrawal request will not be recognized.

Recognition applications must be submitted by the deadline, if available, established by the Faculty.

STUDENT RESOURCES

STUDY GRANTS AND STUDENT ACCOMMODATION

Information regarding study grants, refund of the provincial tax for the right to study and the assignment of accommodation may be requested at the "Amt für Hochschulförderung, Universität und Forschung - Ufficio per il Diritto allo Studio universitario, l'Università e la Ricerca scientifica" of the Autonomous Province of Bozen - Bolzano. Application for the above assistance is to be submitted by the official deadline.

Applications for **accommodation** can be accepted starting Wednesday, 10th April 2013. It is advisable to do the application for accommodation as soon as possible, already upon pre-enrolment 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 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.

For information concerning **study grants**, students and candidates can also contact the "Südtiroler HochschülerInnenschaft" (sh.asus) which can give important information and help with the online application. Students from non-EU countries will be eligible for these study grants only after one year of regular residence in South Tyrol.

Addresses and telephone contacts are indicated on the last page of this Manifesto.

ADVISORY SERVICE

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

In 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 pre-enrolment application and in any case at least one month before any admissions exams that you have to do. In this way we can guarantee any assistance that is necessary so that you can sit the admission exams without difficulty.

Information concerning exemptions to 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 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 the internship.

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

For the main teaching activities, 6 hours of teaching are worth one credit point.

Due to the intercultural and multilingual organisation of the degree course, each "Foreign Language - Specialised Language Course for Economics – Basic" course is worth 3 CPs and each "Foreign Language - Specialised Language Course for Economics – Advanced" course is worth 4 CPs.

To "Information Systems and Data Management" and "Communication Skills and Leadership" courses have been allotted 5 and 4 CPs respectively. These credits points have been so allotted since they are suitable to reach the educational goals of the mentioned subjects.

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. Except for the language courses offered by the Language Centre of the Free University of Bozen/Bolzano, 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
M-2 Mathematics for Economists B	6
Introduction to Legal Systems (modular)	
M-1 Public Law	6
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.

There are no prerequisites. This provision is subject to future approval by the Academic Senat. Although no prerequisites are formally required, professors reserve their right to suggest the courses to be followed before their own lectures.

2013/14 ACADEMIC CALENDAR

1st session

Pre-enrolment	01.03.2013 - 28.03.2013
Language Tests	from 09.04.2013
Publication of ranking lists	22.04.2013
Payment of the 1st instalment of the fees	by 17.05.2013
Enrolment	01.08.2013 - 02.10.2013

2nd session

Pre-enrolment	02.04.2013 - 20.08.2013
Language Tests	from 09.04.2013 from 07.05.2013 from 16.07.2013 from 22.08.2013
Summer language courses	from 30.07.2013
Publication of ranking lists	by 09.09.2013
Enrolment	09.09.2013 - 02.10.2013

1st semester

Classes	30.09.13 - 21.12.13
Exams (extraordinary session)	09.12.13 - 18.12.13
Christmas holidays	22.12.13 - 05.01.14
Classes	07.01.14 - 25.01.14
Exams (ordinary session)	27.01.14 - 25.02.14

2nd semester

Classes	24.02.14 - 17.04.14
Easter holidays	18.04.14 - 21.04.14
Classes	22.04.14 - 14.06.14
Exams (extraordinary session)	19.05.14 - 31.05.14
Exams (ordinary session)	16.06.14 - 19.07.14

Autumn Session

Exams (ordinary session)	01.09.14 - 30.09.14
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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 E – 1 st floor Office E1.23 Infopoint	Tue + Thu 14:00 - 16:00 Wed + Fri 10:00 - 12:30
		At Brixen/Bressanone: Regensburger Allee/Viale Ratisbona, 16 1 st floor Office 1.07	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 E.402	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 E – 1 st floor Office E1.23 Infopoint	Tue + Thu 14:00 - 16:00 Wed + Fri 10:00 - 12:30
		At Brixen/Bressanone: Regensburger Allee/ Viale Ratisbona, 16 1 st floor Office 1.17	Thu 09:00 - 11:00 (from October to June)
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
Südtiroler HochschülerInnenschaft / Associazione studenti universitari sudtirolesi (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	From Mon to Thu 09:00 - 12:30 / 14:00 - 17:00 Fri 09:00 - 12:30