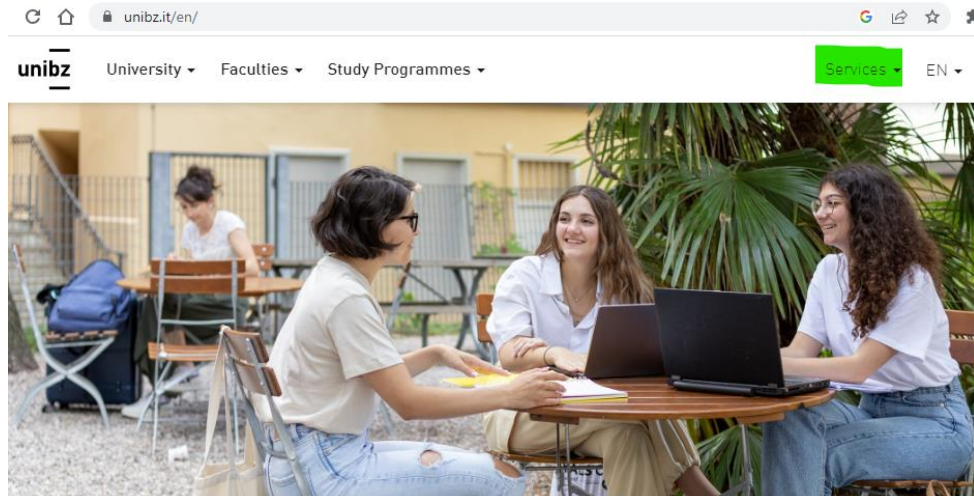


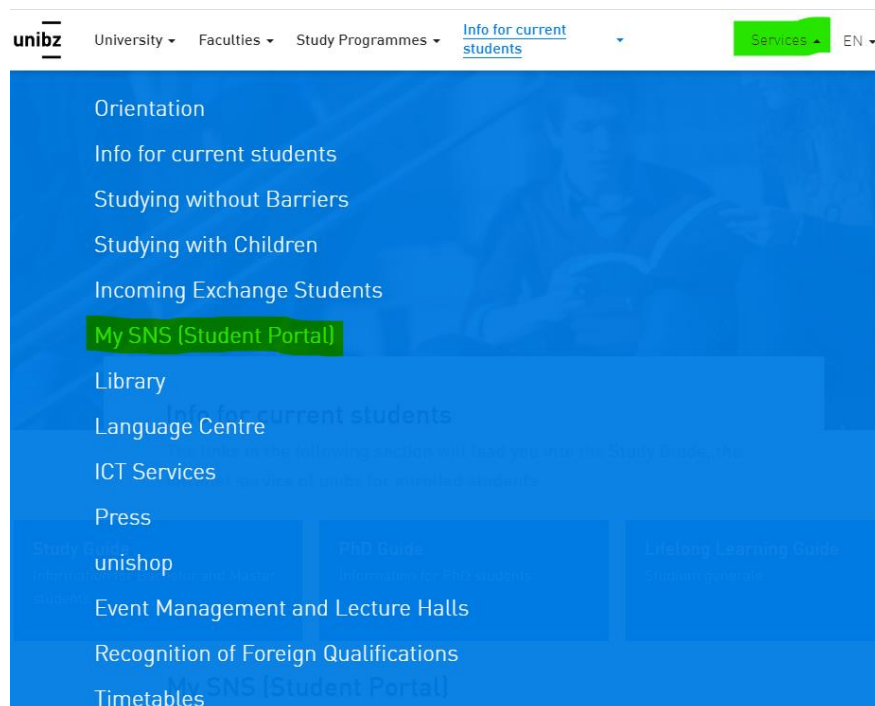
First steps as a student

Access the unibz website: <https://www.unibz.it/>



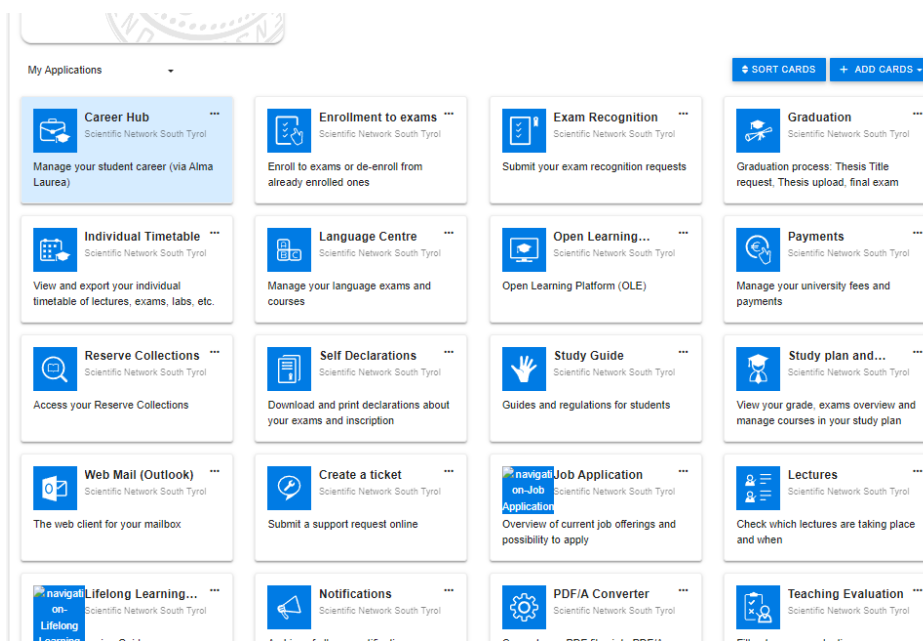
The **Free University of Bozen-Bolzano** is located in one of the most fascinating European regions, at the crossroads between

From the **Services** menu you can access [MySNS](#) (Student Portal)



Within **MySNS** there are various functions available, some include:

- **Individual Timetable:** View your individual timetable
- **Study plan and career:** View grades, exams overview and manage study plan
- **Career Hub:** Manage your student career
- **Enrollment to exams:** Enroll to/de-enroll from exams
- **Language Center:** An overview of your language levels, manage language courses and exams
- **Self-Declarations:** Download exam and inscription declarations
- **Web Mail:** To access all official communications via e-mail
- **Create a ticket:** Submit a support request online



Individual Timetable

you can set-up your individual timetable. Using the **“Individual Timetable”** function in MySNS, simply select the courses belonging to the groups you have been assigned to. By doing this you only visualize the lectures belonging to your specific group. The information regarding group composition is sent to all students by email before the academic year begins.

E-Mail:

You are kindly asked you to check your personal university mailbox frequently in order not to miss mails sent. Use the **“Web Mail (Outlook)”** function in MySNS to access your e-mails. These e-mails will provide you with important information (due dates to register for optional courses, deadlines to edit study plan, enroll exam registrations and new regulations, etc.).

ICT Services:

Our IT department is ready to help you in case of technical problems. You can find the ICT staff in the room 3.51. You may write a Ticket using the "**Create a ticket**" function in MySNS to notify the IT department regarding any IT issue you may experience. Please write detailed descriptions in your Tickets, add any error messages, screenshots, or the like, so that the IT staff can solve technical problems as quickly as possible.

Technical problems such as difficulty enrolling to exams enrollments, signing up to optional courses or modifying the study plan, etc. must be reported immediately to the IT department, Student Secretariat or Faculty Secretariat, in order to intervene where possible. Reports of technical problems after a deadline falls in the sole responsibility of the student.

Other Information

On the university's [website](#) of the study course you can find the descriptions of all courses ([Syllabi](#))

Language requirements

Contact the [language center](#) for all questions regarding language courses and language exams. Please remember that from the second semester upwards, you need at least a B1 level in a specific language in order to take the exams in that specific language as enshrined in the university's [regulations](#).

Placement office

The [Placement Office](#) is to be contacted for all matters relating to internships

Freshers Days

On the Freshers Days you will receive essential information for the first academic year. Don't miss it!