

**Free University of Bozen/Bolzano, Italy
International Relations Office**

A short practical guide for incoming Erasmus students

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1) **South Tyrol – Südtirol - Alto Adige**

The Free University of Bozen/Bolzano is located in the city of Bozen/Bolzano, capital of the province of South Tyrol, in north-eastern Italy. South Tyrol is a multilingual area where Italian, German and Ladin are spoken. It is mainly for this reason, as well as its geographical location, that it is known for being a meeting point between northern and southern cultures. It is also famous for its mountains, particularly the Dolomites, whose international reputation for beauty and challenging sports attracts nature enthusiasts and alpine sports fans alike.

Bozen/Bolzano. The University premises are situated right in the city centre. There are around 100,000 people who live in the city, mainly divided between two of the three language groups present in South Tyrol: German and Italian. The city unites the traditional with the modern. Young people and fashionable shops throng the city centre where ancient mercantile buildings are an attractive backdrop to a city that is in continual development. To the south there is the industrial and manufacturing area with prosperous small and medium-sized businesses active in every economic sector.

Brixen/Bressanone, with its 18,000 inhabitants, is the other home of the Free University of Bozen/Bolzano, whose town centre hosts the Faculty of Education and the University Library. The town is located 40 km north of Bozen/Bolzano. Brixen/Bressanone has always been the home of the bishop of the diocese and this influence can be seen in the medieval gothic architecture of the town. Walking the streets, you can savour the long theological academic tradition.

The town of **Bruneck/Brunico,** with approximately 13,600 inhabitants, is located north of Bolzano in the heart of the Dolomite mountains. It hosts the Degree Course in the Management of Tourist Services.

You can find more information about South Tyrol at the following internet address: <http://www.provincia.bz.it/english/overview/tourism.htm>

2) **The Free University of Bozen/Bolzano: international and multilingual**

The Free University of Bozen/Bolzano has been active since autumn 1998, and from the beginning it has had a clear international orientation. It consists of four faculties: Economics and Management, Education, Computer Science and Design and Art. In collaboration with the Polytechnic of Turin, the University also offers a degree course in Logistics and Production Engineering.

The Free University of Bozen/Bolzano offers its students, currently standing at 1700, a multilingual, practical education that meets the demands of both the local and European job market. A further distinguishing characteristic of the

University is its international teaching staff as well a student body hailing from various countries around the world.

Courses are held in Italian, German and English with the sole exception of the Faculty of Education which offers different sections for its Italian, German and Ladin-speaking students.

The theoretical aspects of the courses are accompanied by guided practical activities (seminars, conferences, work experience programmes and laboratory work), which make up a considerable amount of the teaching load.

Internet address: www.unibz.it

3) Languages and the Language Centre

The Language Centre of the Free University of Bozen/Bolzano, with its main premises in Bozen/Bolzano and a smaller centre in Brixen/Bressanone, provides language courses for students enrolled at the University, and for those on international exchange programmes, such as Socrates/Erasmus. Furthermore, it runs an advisory service for autonomous language learning, which takes place in its fully-equipped, flexibly run language laboratory

Language courses run by the Centre are offered at various levels, depending on students' language knowledge, thus providing students with a clear framework in which to improve their language competence. Consequently, there are not only intensive courses of a general nature but also language for specific purposes (LSP) courses.

The courses in the three languages of instruction (Italian, German and English) are free for Erasmus students, both in the summer (intensive language courses in August) and during the academic year.

Erasmus students interested in the intensive language courses in the summer should inform the International Relations Office and enrol through the Language Centre (see internet address below).

Internet address: <http://www.unibz.it/language/>

4) Studying at the Free University of Bolzano: faculties and degree courses

The following are the faculties and the respective courses offered by the Free University of Bozen-Bolzano. All the courses listed below are 1st level degree courses, and so last for three years, with the exception of the Degree course for the Training of Nursery and Primary School Teachers, which lasts 4 years.

School of Economics and Management

Languages of instruction in all degree courses of the School of Economics and Management: approximately one third in English, one third in German and one third in Italian.

Degree course in Agricultural Science and Agricultural Economics (Bozen/Bolzano)

Degree course in Business Studies – Program for Certified Accountants (Bozen/Bolzano)

Degree course in Management of Tourist Services (Bruneck/Brunico)

Degree course in Economics and Management (Bozen/Bolzano)

Faculty of Education (Brixen/Bressanone)

Degree course for the training of Nursery and Primary School Teachers (Italian-speaking, German-speaking sections and a section for nursery and primary schools in Ladin-speaking areas)

Degree course in Social Work. Languages of instruction: approximately 50% in German and 50% in Italian.

Degree course for Community Educators. Languages of instruction: approximately 50% in German and 50% in Italian.

Faculty of Computer Science (Bozen/Bolzano)

Languages of instruction: approximately 70% in English, 30% in German and Italian.

Degree course in Applied Computer Science

Faculty of Design and Art (Bozen/Bolzano)

Languages of instruction: approximately one third in English, one third in German and one third in Italian.

Degree course in Design

You can find more information about the faculties and the single degree courses, as well as course descriptions and timetables, at the following addresses:

School of Economics and Management: www.unibz.it/economics

Faculty of Education: www.unibz.it/education

Faculty of Computer Science: www.unibz.it/inf

Faculty of Design and Art: www.unibz.it/design-art

The Student Guide is also a very important source of information and this will be sent to you along with our information package. Further information is available at <http://www.unibz.it/studentguide/>

Every faculty has an Erasmus coordinator, a professor who can advise students if they have academic questions. Once you have arrived, the International Relations Office will put you in contact with him or her.

5) Enrolment of incoming Erasmus students

In order to accept you as an Erasmus student, the International Relations Office must receive from your home university a letter stating that you have been

selected as an Erasmus student, by 10th June for the 1st semester or academic year, 10th November for the second semester.

We then send an information package directly to you. The package contains useful information about the city, the university, the faculties and their study plans as well as an application form.

You have to fill out the application form and send it to the International relations office:

by 30th June for the first semester or the whole year,

By 30th November for the second semester.

We will then contact you and an information meeting will be organised at the beginning of each semester.

In Bozen/Bolzano, someone from the International Relations Office will take you to the Student Secretariat where you will officially enrol as a student at the Free University of Bozen/Bolzano. Once you are enrolled, you will have free access to all university structures and facilities, at the same conditions as our other students.

6) The International Relations Office

The International Relations Office will be your first and most important contact point before and during your Erasmus stay.

Our staff will give you important information, will help you with the enrolment procedure, applying for a residence permit and accommodation. We issue Erasmus certificates and will send you the transcript of records, issued by the Student Secretariat, at the end of your stay.

We are supported by some student helpers who act as tutors for our Erasmus students and show them around the university.

The office is located in Mustergasse 4/ Via della Mostra, 4 in Bozen/Bolzano and will move to the new main university building, in Sernesistr./Via Sernesi 1, in October 2003.

Our office hours are the following:

Monday, Wednesday and Friday: from 11:00 to 12:30;

Tuesday and Thursday from 14:30 to 16:00.

Alternatively, you could always make an individual appointment by phone (++ 39 0471 315231-0) or via email (international.relations@unibz.it)

7) Residence Permit

All students from abroad must get a residence permit in Italy.

EU citizens

European Union citizens resident abroad and staying in Italy for more than three months must be in possession of the “Permesso di soggiorno” (residence permit).

In order to obtain this permit in Bozen/Bolzano, you need the following documents:

- 4 recent passport-sized photos (they must be the same);
- photocopy of your valid passport or identity card and the original;
- document confirming that you have a place to live in Italy (certificate can be obtained from the hostel or your landlord);
- document confirming that you are enrolled at the University and stating how long the course will last;
- certificate from your bank that states that you or your parents have sufficient resources to finance your stay in Italy;
- copy of a certificate stating you have registered with the National Health Service here or in an EU member state (form E111 or form E128) **or** private insurance cover for illness, accidents and maternity services valid in Italy.

You can also check the following internet address: <http://citizens.eu.int>

Non EU citizens

If you are a non EU citizen, you must obtain a study visa from the Italian Embassy before leaving your country.

In order to obtain the Residence permit in Bozen/Bolzano, you need the following documents:

- 5 recent passport-sized photos (they must be the same);
- photocopy of your valid passport and the original;
- document confirming that you have a place to live in Italy (certificate can be obtained from the hostel or your landlord);
- document confirming that you are enrolled at the University and stating how long the course will last;
- certificate from your bank that states that you or your parents have sufficient resources to finance your stay in Italy. For a period of more than 20 days, you must state that you have available at least €206.58 fixed and then €27.89 per day;
- insurance cover for medical and hospital treatment valid for the entire length of your stay in Italy;
- a revenue stamp of € 10.33 (bought in Italy).

Once in Bozen/Bolzano, both EU and non EU citizens have to apply for a residence permit, which is issued by Police Headquarters (*Questura*).

Non EU citizens must apply for a residence permit within 8 working days of entry in the Schengen area.

The International Relations Office will inform you about deadlines and the office hours of Police Headquarters.

8) Medical assistance

If you are an EU citizen, in order to obtain medical assistance in Italy (and also the residence permit), you need to bring a copy of the European Union medical insurance form E128 or E111, issued by your local medical insurance in your country.

Alternatively, or if you are a non EU citizen, you should bring private medical insurance.

9) Accommodation

The Free University of Bozen-Bolzano tries to accommodate all Erasmus students in the facilities for University students, managed by the Autonomous Province of South Tyrol. Each year we reserve a number of rooms just for Erasmus students.

Accommodation facilities, managed by the Autonomous Province of South Tyrol

Bozen/Bolzano: for students enrolled in the faculties of Economics and Management, Computer Science and Design and Art.

Starting in January 2004 the Free University will have a certain number of rooms available in a new, central structure, the *Rainerum*, which is currently being completely renovated. The Rainerum will only have single rooms, either with private bathrooms or with bathrooms to be shared among 2-3 rooms, common kitchens, and common washing machines and dryers.

The monthly rent for a single room is €240 including expenses.

Brixen/Bressanone: for students enrolled in the faculty of Education.

The Free University of Bozen/Bolzano has reserved some double rooms in the *Casa della Gioventù*, a hostel for university students, in the centre of the town. The rooms have bathrooms, refrigerators and telephones. There is a common kitchen and dining room, a library, a few living rooms and a garden.

The monthly rent for a shared double room is €180 per person, including expenses.

Bruneck/Brunico: for students enrolled in the degree course of Tourism Management, run by the School of Economics and Management.
The Secretariat in Bruneck/Brunico will help Erasmus students individually to find suitable accommodation.

What do you have to do to reserve a room?

You must send an e-mail or fax, indicating that you wish to reserve a room and the exact period of your stay, to the International Relations Office of the Free University of Bozen/Bolzano no later than

30th June for the first semester or for the academic year,

30th November for the second semester.

We will then send you a confirmation either via e-mail or fax.

Once you arrive in Bozen/Bolzano, someone from the International relations office will take you to the offices of the Autonomous Province of South Tyrol, where you will sign your contract. You will have to give a 2-month rent deposit for the room.

In the event that there are insufficient rooms to host all Erasmus students, the International Relations Office will help you find suitable accommodation offered by private landlords.

10) Student associations

The kikero Association

The kikero Student Association's inspiration for its charisma and activities lies in the figure of the famous Roman orator, writer and philosopher, Cicero. It organises social events, student parties, trips and other activities.

kikero

Sernesistr. 1/Via Sarnesi, 1 – 39100 Bozen/Bolzano

Tel.: 0471 315 358 or 348 5503644

E-mail: kikero@unibz.it

www.kikero.com

S.C.U.B.

Sports Club University Bolzano

The "Sports Club University Bolzano" is a student association for sports activities. The activities that the association organises for its members are mainly recreational, with the possibility of practising several sports, particularly alpine sports like free-climbing, trekking, skiing, etc.

S.C.U.B.

Free University of Bozen/Bolzano

Sernesistr. 1/Via Sarnesi, 1

Tel.: 0471 315 358
E-mail: scub@unibz.it

11) Useful addresses

International Relations Office

Until October 2003: Mustergasse 4/ Via della Mostra 4, 39100 Bozen/Bolzano

From October 2003: Sernesistr. 1/Via Sarnesi 1, 39100 Bozen/Bolzano

Tel. ++ 39 0471 315231/0

E-mail: international.relations@unibz.it

Office hours:

Monday, Wednesday and Friday: from 11:00 to 12:30;

Tuesday and Thursday from 14:30 to 16:00.

School of Economics and Management

Sernesistr. 1/ Via Sarnesi 1

Bozen/Bolzano

Tel. ++ 39 0471 315551

Fax ++ 39 0471 315599

E-mail: schoolofeconomics@unibz.it

Degree Course in the management of tourist services

Gänsbichl 2/ Via Gänsbichl 2

Bruneck/Brunico

Tel. ++ 39 0474 555425

Fax ++ 39 0474 551044

E-mail: tourism@unibz.it

Faculty of Education

Dantestr. 4/ Via Dante 4

Brixen/Bressanone

Tel. ++ 39 0472 515451

Fax ++ 39 0472 515499

E-mail: education@unibz.it

Faculty of Computer Science

Dominikanerplatz 3 /Piazza Domenicani 3

Bozen/Bolzano

Tel. ++ 39 0471 315631

Fax ++ 39 0471 315649

E-mail: computer.science@unibz.it

Faculty of Design and Art

Sernesistr. 1/ Via Sarnesi 1

Bozen/Bolzano
Tel. ++ 39 0471 315515
Fax ++ 39 0471 315519
E-mail: design-art@unibz.it

Language Centre

Europagalerie 15/Galleria Europa 15
Bozen/Bolzano
Tel. ++ 39 0471 315461
Fax ++ 39 0471 315499

and

Dantestr. 4/ Via Dante 4
Brixen/Bressanone
Tel. ++ 39 0472 515458
Fax ++ 39 0472 515499
E-mail: language.centre@unibz.it