



FREIE UNIVERSITÄT BOZEN  
LIBERA UNIVERSITÀ DI BOLZANO  
UNIVERSITÀ LIEDIA DE BULSAN

Brixen  
Bressanone  
Perseon

Fakultät für  
Bildungswissenschaften

Facoltà di  
Scienze della Formazione

Facoltà de  
Scienze della Formazion

Study Manifesto

## **BACHELOR OF ARTS IN SOCIAL WORK** (DM 270/2004)

2011/2012 academic year

<b>COURSE OUTLINE</b>	
Course description	Social Work
Typology	Bachelor
Degree class	L-39
Length	3 years
Languages used in teaching	German, Italian, English
Admission title	Italian secondary school qualifications or equivalent certificates gained abroad
Admission procedure	Admission test: 19-21 July 2011
Language requirements	Knowledge of at least 2 teaching languages (level B2)
Deadline for pre-enrolment	11 July 2011
Deadline for enrolment	30 September 2011
Tuition fees	1282,50 Euro
Classes start	26 September 2011

subject to change

## COURSE DESCRIPTION

The Faculty of Education at the Free University of Bolzano-Bozen is offering a three-year Bachelor in **Social Work (L-39)** representing 180 credit points. This course has been reformed according to the guidelines of the Bologna process. ECTS (European Credit Transfer System) has been adopted.

This degree course has been created with a European vision following regional requirements; subjects are taught in Italian, German and English.

Currently there are many dynamic developments taking place in social work and society is increasingly demanding extremely high standards from people who work in the social services. In order to keep up with this vibrant period, professionals need to have a solid knowledge of the underlying theory of social work, and of the social and political reality and social rights so that they can dedicate themselves entirely to the individual and collective

needs present in society. The degree course primarily focuses on the exploration of new areas and methodologies for the profession, particularly in the areas of personal initiatives, prevention and socio-political commitment. The BA in Social Work is an internationally recognized qualification and the multilingual focus of the course allows graduates to seek work abroad. Our lecturers, who come from Italy and other European countries, provide solid expertise in regional and European issues and subjects, particularly in the areas of social services and social policy.

## CAREER OPPORTUNITIES

The main areas where graduates can find work are in the social services, social centres and in organisations providing assistance for children and teenagers, for people with disabilities, in rehabilitation, women's shelters, centres for drug and alcohol problems, and in centres offering assistance to immigrants. Graduates can also find many interesting opportunities in the private sector as well as in the creation and development of new services.

## LANGUAGES USED IN TEACHING

The languages used in teaching are Italian, German and English. The individual lessons take place in one of these official languages, although it is the lecturer's right to use the other two languages for various sections of the lessons, if deemed necessary. Nevertheless, the final exam will always take place in the official language of each course. The student can sit exams in the language he/she has not certified yet.

The teaching language of each subject will be announced at the beginning of the academic year.

## STUDY PLAN

The entire study load amounts to 4,500 hours, of which approximately a third takes place in the form of lectures, seminars and work experience and two thirds as self study.

Subjects - Activities		CP (ECTS)	
<b>1st year</b>			
Social Statistics and Social Research Methods	SPS/07: General Sociology	5	10
	SECS-S/05: Sociology and Methods of Social Research	5	
Principles and Structural Conditions of Social Work	SPS/08: Principles of Social Work	5	10
	SPS/04: Social Policy	5	
Psychology 1	M-PSI/01: General Psychology	5	10
	M-PSI/04: Developmental and Educational Psychology	5	
Law 1	IUS/09: Introduction to Public Law	5	10
	IUS/01: Juvenile and Family Law	5	
Social Work Today	M-DEA/01: Anthropology of Multicultural Societies	5	10
	SPS/07: Methods of Social Work 1	5	
L-LIN/01 or L-LIN/14: Italian I or German I		2	
L-LIN/12: English		4	
M-PED/03: Information and communication skills for Social Work		2	
Optional Subjects		2	

<b>Total Credit Points</b>			<b>60</b>
<b>2nd year</b>			
Psychology 2	M-PSI/05: Social Psychology	5	9
	M-PSI/06: Team work	4	
IUS/17: Criminal Law			5
M-PED/01: Intercultural Pedagogy			5
SPS/07: History of Social Work			5
SPS/08: Social Policy (workshop)			5
SPS/12: Behavioural Sociology			5
MED/25: Psychiatry			6
L-LIN/01 or L-LIN/14: Italian II or German II			3
Optional Subjects			4
Practical training 2			13
<b>Total Credit Points</b>			<b>60</b>
<b>3rd year</b>			
M-PSI/08: Clinical Psychology			5
Advanced Social Work Methodology	SPS/07: Methods of Social Work 2	5	10
	M-PSI/07: Systematic work	5	
SPS/07: International Social Work			5
M-PSI/06: Organisation of Social Services			5
L-LIN/12 or L-LIN/07: English II or Spanish			2
Optional Subjects			8
Practical training 3			15
Final exam			10
<b>Total Credit Points</b>			<b>60</b>

The principles that govern the requirement of compulsory attendance are the following:

- lectures and seminars have to be attended for at least 12 hours of the total number of hours offered. Students are able to be exempted from these classes on an individual basis, which needs to be discussed with the lecturer concerned. In this case, self study, which in any case is compulsory, will be integrated with extra tasks (online or various texts to be read in addition) and which will be certified by the lecturer;
- for exercise classes and indirect work experience, students must attend the entire period. Any absences, which have to be justified, must be compensated with extra work that is done in agreement with the lecturer;
- direct work experience must be completed fully.

You must present an annual study plan which indicates the subjects you have chosen to study each year. This study plan must be presented to the Study Plan Committee. Further requirements are contained in the University's Teaching Regulations.

As this is an under graduate degree, there is a maximum number of 20 exams. It is for this reason that some courses are organized in modules and one final exam has to be sat at the end.

In order to achieve your final degree, you must pass a final exam. This exam comprises the discussion and evaluation of a dissertation, which deals with an aspect of the course and which has to be agreed upon with a lecturer.

#### **FIXED INTAKE**

The available study places for the academic year 2011/2012 are:

- **40** for EU citizens (& citizens with parity of treatment)

- **8** for non-EU citizens (resident abroad)

### **ADMISSION REQUIREMENTS**

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

- a) leaving qualifications (A-levels or equivalent) from a five-year secondary school course;
- b) 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 the first year of study;
- c) qualifications equivalent to those in points a) and b).

If you have foreign qualifications, you are eligible to apply for this bachelor degree course if your secondary-school qualifications were achieved after 12 years of school. If the qualification was gained after fewer than 12 years, the Ministry's provisions will be applied. If your qualification gives you access to university education in your own country, you must present a certificate to that effect. There are special rules for holders of certain qualifications (American high school diplomas, British qualifications, Greek qualifications). The Ministry of Education provides special admission requirements in these cases.

Concurrent enrolment at several universities or in several courses at the same university is not allowed.

### **PRE-ENROLMENT**

Pre-enrolment is to be done through the Free University of Bolzano-Bozen's webpages [www.unibz.it](http://www.unibz.it). Those who do not have Internet access can use the computers provided for this purpose by the Free University of Bolzano - Bolzano (either in Bolzano or in Bressanone). The form must be filled in online and printed out entirely and signed. It must be handed in or sent by post to the Student Secretariat of Brixen - Bressanone no later than **11 July 2011, 12:00 midday**.

**The date of the postmark will not be taken into consideration.** Postal service shipping can take a very long time. The candidate must insure an early delivery of the documents! Applications that arrive after the deadline or by e-mail cannot be taken into consideration. In order to avoid long queues, it is recommended that the delivery of the documents does not take place in the last few days before the deadline.

In the event that the candidate wishes to pre-enroll for more than one programme, an application form and accompanying documentation must be completed for each degree course. Evaluation can then only take place on the basis of the documentation presented with the application form by the candidate. In case of incomplete applications, the Committee can decide to exclude the candidate from the admission procedure.

The following documents must be enclosed with the pre-enrolment form:

- a passport-size colour photo (if not already uploaded with the online pre-enrolment application);
- a photocopy of a valid identity card or passport (front/back);
- any certificates concerning work experience in social and educational fields;
- paper (see: Selection Procedure)
- copy of the **declaration of equivalent value** of the study title (for students with qualifications acquired abroad only) – see next paragraph;
- copy of the **valid permit of stay for Italy** (for Non EU citizens with residence in Italy only) – see next paragraph

**Candidates with qualifications from abroad** must deliver – at the latest upon enrolment – the original of **declaration of equivalent value**, together with original or authenticated copy of the 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 the qualification obtained by the candidate would grant him/her 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** (for one of the reasons observed in article 39, paragraph 5 of the legislative decree of 25.07.1998, n. 286) apply directly to the University, as described above. These candidates must attach to the pre-enrolment application a copy of the valid permit to stay for Italy ("**permesso di soggiorno**" for work, for family reasons, for political or humanitarian asylum, for

religious motives). A permit to 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.

Please note: If no copy of the permit will be delivered, the candidate will be automatically given same status as Non EU citizens resident abroad, who must apply for admission through the local Italian authorities in their country of origin.

**Non-EU candidates resident abroad** must carry out the **enrolment procedures both through the Italian authorities** (consulate or embassy) in the country in which they obtained or are to obtain their academic qualifications **and directly with the university**. The deadlines imposed by the Italian Ministry of Universities and Research ([www.study-in-italy.it](http://www.study-in-italy.it)) must be respected. Should candidates not follow this procedure with their local Italian consulate, the application that they delivered direct to the university will be declared null and void. The Italian authorities abroad are the only ones able 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 order to be selected for a place on this degree course, as well as the language proficiency require and the formal aspects detailed above, you have to pass the selection procedure.

This selection procedure evaluates the following:

- a) your *paper* of no more than 1000 words which details
  - why you want to enrol for the degree
  - the skills and knowledge you have that will be relevant for studying this subject
  - your expectations
- b) the results of the written and/or oral admission tests
- c) the final marks you achieved in your secondary school exams
- d) any experience you may have had working in the field of social work.

If you already have your secondary school qualification when you pre-enrol, you must indicate the mark(s) you received by the pre-enrolment deadline. This can be done on the pre-enrolment form or in a separate declaration. If you only receive your secondary school qualifications after pre-enrolment, you must provide the mark(s) obtained when you come to sit the admission test. A copy of your certificate or a separate declaration is sufficient.

If you do not indicate your mark(s), only the lowest pass mark will be taken into consideration. If you have qualifications from abroad, the mark conversion will take place following the declaration of value that is issued by the Italian authorities in your own country. If this mark conversion is not on the declaration of value, the University reserves the right to do its own conversion using its own guidelines. If the mark is not shown, only the lowest pass mark will be taken into consideration

The admission tests will take place on **19, 20 and 21 July 2011** at the Brixen/Bressanone premises of the Free University of Bozen/Bolzano. Further information about these tests will be available on the Faculty's official notice boards in Brixen/Bressanone as well as on the University's website ([www.unibz.it](http://www.unibz.it)).

### ADMISSION RANKLISTS

In order to form the admission ranklists, the following criteria will be used. There are 100 points available and the Selection Committee will assign them thus:

- 70 points for the admission test and *paper*
- 20 points for the secondary school marks
- 10 points for any work experience undertaken in social work.

Based on the points achieved, all candidates will be ranked in two lists: one for EU citizens (and citizens with parity of treatment) and one for non-EU citizens resident abroad.

By 1 August 2011 the provisional ranklists will be published on the Faculty's official notice boards and on the University's website [www.unibz.it](http://www.unibz.it):

- candidates who have certified a B2 language proficiency in at least two of the three teaching languages and have successfully passed the selection procedure will have a definite place on the ranklists.
- candidates who have only certified a B2 language proficiency in one of the three teaching languages and have successfully passed the selection procedure will have a conditional place on the ranklists

Once the conditional places have been transformed into definite places, the final ranklists will be published from 12 September 2011 by the Faculty and they will also appear on the University's website ([www.unibz.it](http://www.unibz.it)).

The ranklists are only valid for the academic year for which they have been drawn up. In the event that someone on the ranklist does not enrol by the deadline, the Free University of Bozen/Bolzano will then accept enrolments from candidates further down the list.

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

### LANGUAGE PROFICIENCY

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).

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

By the end of the first year, students must be able to certify proficiency in the third language at the B1 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

### List of certificates, language exams and qualifications recognised by the Language Centre

The six levels of the Common European Framework of Reference provide descriptors of language proficiency starting from the lowest, A1, to the highest, C2. The two lowest levels, A1 and A2, describe the language proficiency of "Basic Users". The next levels, B1 and B2, describe the language used by "Independent Users" whereas the C1 and C2 levels describe "Proficient Users".

In order to enrol 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).

level	GERMAN LANGUAGE CERTIFICATION
B 1	Goethe-Institut: Goethe-Zertifikat B1: Zertifikat Deutsch (ZD) + Zertifikat Deutsch für Jugendliche (ZDj)
	Österreichisches Sprachdiplom (ÖSD): B1 Zertifikat Deutsch (ZD) + Deutsch für Jugendliche (ZDj)
	Deutscher Volkshochschulverband e.V. TELC: Zertifikat Deutsch/telc Deutsch B1; Zertifikat Deutsch für Jugendliche/telc Deutsch B1 Schule; telc Deutsch B1+ Beruf; Deutsch-Test für Zuwanderer B1
	Kultusministerkonferenz der Länder in der Bundesrepublik Deutschland: Deutsches Sprachdiplom (DSD – B1)*
	Dienststelle für die Zwei- und Dreisprachigkeitsprüfungen: Zweisprachigkeitsprüfung C
B 2	Abschluss einer Oberschule der ladinischen Täler Südtirols
	Goethe-Institut: Goethe-Zertifikat B2; Zertifikat Deutsch für den Beruf
	Österreichisches Sprachdiplom (ÖSD): B2 Mittelstufe Deutsch (MD)
	TestDaF-Institut: TestDaF-Niveaustufe 3** (TDN 3); TestDaF-Niveaustufe 4** (TDN 4) = B2+
	Deutsche Sprachprüfung für den Hochschulzugang (DSH): DSH-1*; DSH-2* = B2+
	Deutscher Volkshochschulverband e.V. TELC: telc Deutsch B2; Zertifikat Deutsch für den Beruf; telc Deutsch B2 Beruf

	Kultusministerkonferenz der Länder in der Bundesrepublik Deutschland: Deutsches Sprachdiplom (DSD – B2)* Dienststelle für die Zwei- und Dreisprachigkeitsprüfungen: Zweisprachigkeitsprüfung B
<b>C 1</b>	Abschluss einer Sekundarschule (Matura oder Abitur mit Deutsch als vorrangiger Unterrichtssprache) Abschluss eines Bachelorstudiums oder eines post-gradualen Hochschulstudiums (Master) mit Deutsch als vorrangiger Unterrichtssprache Goethe-Institut Goethe: Zertifikat C1 (früher: Zentrale Mittelstufenprüfung); Prüfung Wirtschaftsdeutsch International (PWD) Österreichisches Sprachdiplom (ÖSD): C1 Oberstufe Deutsch (OD) TestDaF-Institut: TestDaF-Niveaustufe 5** (TDN 5) Deutsche Sprachprüfung für den Hochschulzugang (DSH): DSH-3* Deutscher Volkshochschulverband e.V. TELC: telc Deutsch C1 Kultusministerkonferenz der Länder in der Bundesrepublik Deutschland: Deutsches Sprachdiplom (DSD – C1)* Dienststelle für die Zwei- und Dreisprachigkeitsprüfungen: Zweisprachigkeitsprüfung A
<b>C 2</b>	Goethe-Institut: Goethe-Zertifikat C2: Zentrale Oberstufenprüfung (ZOP); Kleines Deutsches Sprachdiplom Großes Deutsches Sprachdiplom (GDS) Österreichisches Sprachdiplom (ÖSD): C2 Wirtschaftssprache Deutsche (WD)

\* The certificate must contain all four parts, which correspond to the four macro language skills (reading, listening, writing and speaking). The Common European Framework of Reference level indicated in the table, or a higher level, must have been achieved in each part of the test.

\*\* The level indicated in the table, or a higher level, must have been achieved, as indicated on the TestDaF certificate.

level	ITALIAN LANGUAGE CERTIFICATION
<b>B 1</b>	<ul style="list-style-type: none"> <li>CVCL: CELI 2-B1; CELI 2i-B1-immigrati; CELI 2a-B1-adolescenti; Certificato di Italiano Commerciale Intermedio: CIC Intermedio-B1</li> <li>Centro CILS: Certificazione di Italiano come Lingua Straniera 1 (CILS UNO-B1)</li> <li>Progetto Lingua Italiana Dante Alighieri: PLIDA B1; PLIDA Commerciale B1; PLIDA Juniores B1</li> <li>Università degli Studi Roma Tre: Certificato di competenza elementare in italiano come lingua straniera (ele.IT)</li> <li>Servizio esami di bi- e trilinguismo: Esame di bilinguismo C</li> </ul>
<b>B 2</b>	<ul style="list-style-type: none"> <li>Diploma di maturità in una scuola superiore delle valli ladine dell'Alto Adige</li> <li>CVCL: Certificato di Conoscenza della Lingua Italiana: CELI 3-B2; CELI 3a-B2 – adolescenti; Certificato di Italiano Commerciale Avanzato: CIC Avanzato-C1</li> <li>Centro CILS: Certificazione di Italiano come Lingua Straniera 2 (CILS DUE-B2)</li> <li>Progetto Lingua Italiana Dante Alighieri: PLIDA B2; PLIDA Commerciale B2; PLIDA Juniores B2</li> <li>Università degli Studi Roma Tre: Certificato di competenza intermedia in italiano come lingua straniera (int.IT)</li> <li>Servizio esami di bi- e trilinguismo: Esame di bilinguismo B</li> </ul>
<b>C 1</b>	<ul style="list-style-type: none"> <li>Diploma di maturità conseguito prevalentemente in lingua italiana</li> <li>Diploma universitario di primo (Bachelor) o secondo livello (Master universitario) conseguito prevalentemente in lingua italiana, presso un ateneo italiano o presso l'università della Svizzera italiana</li> <li>CVCL: Certificato di Conoscenza della Lingua Italiana CELI 4-C1</li> <li>Centro CILS: Certificazione di Italiano come Lingua Straniera 3 (CILS TRE-C1)</li> <li>Progetto Lingua Italiana Dante Alighieri: PLIDA C1; PLIDA Commerciale C1; PLIDA Juniores C1</li> <li>Servizio esami di bi- e trilinguismo: Esame di bilinguismo A</li> </ul>
<b>C 2</b>	<ul style="list-style-type: none"> <li>CVCL: Certificato di Conoscenza della Lingua Italiana: CELI 5-C2; CELI 5-DOC</li> <li>Centro CILS: Certificazione di Italiano come Lingua Straniera 4 (CILS QUATTRO-C2)</li> <li>Progetto Lingua Italiana Dante Alighieri: PLIDA C2</li> <li>Università degli Studi Roma Tre: Certificato di italiano come lingua straniera (IT)</li> </ul>

level	ENGLISH LANGUAGE CERTIFICATION
<b>B 1</b>	<ul style="list-style-type: none"> <li>Cambridge ESOL: Preliminary English Test (PET) – grade A-B; Business English Certificate (BEC) – Preliminary</li> <li>ETS of Princeton, NJ: Test of English as a Foreign Language (TOEFL) Paper-based: 487-563 Computer-based: 163-223 Internet-based:</li> </ul>

	<p>57-86; Test of English for International Communication (TOEIC): Listening 275+; Reading 275+; Speaking 120+; Writing 120+ <b>(Valid for two years)</b></p> <ul style="list-style-type: none"> <li>British Council et al.: IELTS (General &amp; academic): Band score: 4.0-5.4</li> <li>City &amp; Guilds (Pitman): International ESOL Diploma (9992): Communicator (PASS in IESOL + FIRST CLASS PASS in ISESOL)</li> </ul>
<b>B 2</b>	<ul style="list-style-type: none"> <li>Cambridge ESOL: First Certificate in English (FCE) – Grade A-C ; Business English Certificate (BEC) – Vantage</li> <li>ETS of Princeton, NJ: Test of English as a Foreign Language (TOEFL) Paper-based: 567-633; Computer-based: 227-267; Internet-based: 87-109; Test of English for International Communication (TOEIC): Listening 400+; Reading 385+; Speaking 160+; Writing 150+ <b>(Valid for two years)</b></li> <li>British Council et al.: IELTS (General &amp; academic): Band score: 5.5-6.4</li> <li>City &amp; Guilds (Pitman): International ESOL Diploma (9992): Expert (PASS in IESOL + FIRST CLASS PASS in ISESOL)</li> </ul>
<b>C 1</b>	<ul style="list-style-type: none"> <li>Final secondary school qualifications with English as the main teaching language</li> <li>Undergraduate (Bachelor) or postgraduate (Master) degree from a university with English as the tuition language</li> <li>Cambridge ESOL: Certificate in Advanced English (CAE) – Grade A-C; Business English Certificate (BEC) – Higher</li> <li>ETS of Princeton, NJ: Test of English as a Foreign Language (TOEFL) Paper-based: 637-677; Computer-based: 270-300; Internet-based: 110-120; Test of English for International Communication (TOEIC): Listening 490+; Reading 455+; Speaking 200+; Writing 200 <b>(Valid for two years)</b></li> <li>British Council et al.: IELTS (General &amp; academic): Band score: 6.5-7.4</li> <li>City &amp; Guilds (Pitman): International ESOL Diploma (9992): Mastery (PASS in IESOL + FIRST CLASS PASS in ISESOL)</li> </ul>
<b>C 2</b>	<ul style="list-style-type: none"> <li>Cambridge ESOL: Certificate of Proficiency in English (CPE) – Grade A-C</li> <li>British Council et al.: IELTS (General &amp; academic): Band score: 7.4+</li> </ul>

### How can I demonstrate language proficiency?

You should fill in a special online form for the languages, which is available on the Language Centre's website [www.unibz.it](http://www.unibz.it) > Language Centre. You must indicate any certificates or qualifications that you have and then send them electronically to the Language Centre, or you can send them via fax or email. The Language Centre will then check all the forms and contact you if further information or documentation is required.

### When are the language tests and how can I enrol for them?

On the same online form, you can also enrol for the B2 language test(s) for the language(s) (English, German, Italian) that you do not have any certificates for, but which you need to certify to be able to enrol.

The tests will be taking place on the following dates:

- **11 April 2011** and the following days
- **18 July 2011** and the following days

The results will be published at the Language Centre and on the Language Centre's webpages [www.unibz.it](http://www.unibz.it) > Language Centre.

### Conditional offers and summer language courses

If you can demonstrate language proficiency at the B2 level in only one language, but you have been successful in the admission procedure, you will be offered a conditional place at the University. You will then be able to follow a summer intensive language course at the Language Centre in order to improve your language proficiency in the language you have not been able to certify.

These **language courses** take place from 2 August to 2 September 2011 (Monday-Friday, four hours/day). The deadline to enrol for these courses is 28 July 2011.

**The exam** (at the B2 level) for those who have been offered a conditional place at the University will take place as from 5 September 2011. Enrolment for this test must be done online. If you require further information, please contact the Language Centre. The results will be published at the Language Centre and on the Language Centre's webpages [www.unibz.it](http://www.unibz.it) > Language Centre.

### Full admission or exclusion

If you pass the B2 exam in September or provide the Language Centre with a recognised certificate or qualification by the deadline, your conditional place will be transformed into a definite place on the official ranklists, which will be published in September.

If you do not manage to certify language proficiency as described above, you will not be allowed to enrol for the undergraduate degree course.

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](http://www.unibz.it).

### **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, Italian). However, you need to have language proficiency in the third language in order to be able to follow your other lectures and pass your faculty exams. By the end of the first year, students must have certified a B1 level of proficiency in the third language.

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

#### Before starting your studies:

You can attend **language courses** organised by the Language Centre. You can choose, according to what your language level is, one of the following courses:

- a beginners course (for absolute or false beginners) which will run from 2 August to 16 September 2011 (Monday to Friday, four hours/day) or
- courses to prepare for the B1 language test which will run from 2 August to 2 September 2011 (Monday to Friday, four hours/day)

The deadline to enrol for these courses is 28 July 2011. If you require further information, please contact the Language Centre (tel. 0471-012400; e-mail: [language.centre@unibz.it](mailto:language.centre@unibz.it)).

At the end of the courses, from 5 September 2011, it will be possible to sit the **B1 language test** for the third language at the Language Centre.

#### 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 have to 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.

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

### **ENROLMENT**

If you are well positioned on the rank list, you may enrol, from 1 August 2011, for the **Bachelor in Social Work**. You need to submit their application in person by **30 September 2011, 12:00 midday** at the Student Secretariat in Brixen - Bressanone.

If you have been provisionally admitted, you may enrol only after the reserve has been dropped.

The receipt of the first payment of university fees must be enclosed with the application.

**Prospective students 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 secondary school certificate;
- original of the official translation of their qualification into Italian (translation is not necessary if the certificates have been issued in German)

**Non-EU citizens** must also enclose a valid residence permit for stays 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.

The ranking list is only valid for the academic year in question. 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](http://www.unibz.it).

Candidates who are high enough up the ranking lists to be taken for more than one degree course, can only enroll for one of these courses. Once they have enrolled for this course, they lose the right to enrol for another course or to move up in the rank lists of other courses.

### **TUITION FEES**

Enrolment taxes and fees for the 2011/2012 academic year and the provincial tax for the right to study amount to **€ 1.282.50**.

The fees must be paid via bank transfer in **two instalments**:

- the first instalment\* of € 707.50 at the time of enrolment,
- the second instalment of € 575 by 31 March 2012.

\* The amount of the first instalment includes the provincial tax of € 132.50 and the virtual duty 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 which at present stands at €32. 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 all university fees (and the provincial tax).

### **RECOGNITION OF CREDIT POINTS**

After enrolling, credit points gained during previous university studies, consistent with the subject on the Bachelor's curriculum, may be recognized. These credits will be evaluated by the Degree Committee upon student's request and, if recognized, will be added to the student's credit record.

Exams passed for a degree course followed at other Italian universities cannot be recognized if candidates intentionally dropped out of that particular degree course.

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

### **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 Tuesday, 5<sup>th</sup> April 2011. 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, in which applications handed in personally have priority. Further information regarding registration procedure will be available on the Province's services portal from mid-March.

[www.provincia.bz.it/diritto-allo-studio](http://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.

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

### **ADVISORY SERVICE**

The Advisory Service of the Free University of Bozen - Bolzano 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 fetch information about the courses. There is also an individual consultation service available for anyone who is interested.

The Advisory Service guarantees full support for disabled students throughout their time at the University.

Address and telephone contact for the relevant office are indicated on the last page of this manifesto.

**STUDENTS WITH DISABILITIES**

If you have a disability, 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).

## ACADEMIC CALENDAR

Pre-enrolment	01.03. – 11.07.2011
Language tests	from 11.04.2011 from 18.07.2011
Admission tests	22.07.2011
Enrolment	01.08. – 30.09.2011
<b>1st semester:</b>	
Classes begin	26.09.2011
Christmas holidays	24.12.2011 - 08.01.2012
Classes end	21.01.2012
<b>2nd semester:</b>	
Classes begin	27.02.2012
Easter holidays	06.04. - 09.04.2012
Classes end	16.06.2012
<b>Exam session:</b>	
Winter	31.01. - 18.02.2012
Summer	18.06. - 21.07.2012
Autumn	03.09. - 29.09.2012
<b>Work-placement period:</b>	established individually

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**FURTHER INFORMATION:**

[www.unibz.it](http://www.unibz.it)

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**Advisory Service**

Universitätsplatz/Piazza Università, 1 - 39100 Bozen/Bolzano  
Tel.: +39 0471 012 100  
Fax: +39 0471 012 109  
E-Mail: [info@unibz.it](mailto:info@unibz.it)

**Infopoint:**

**Bozen/Bolzano**, Universitätsplatz /piazza Università, 1  
Wed, Fri 10.00 - 12.30  
Tue, Thu 14.00 - 16.00  
**Brixen/Bressanone**, Regensburger Allee/Viale Ratisbona, 16  
Thu 14.00 - 16.00  
and on request

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**Student Secretariat Brixen/Bressanone**

Regensburger Allee/Viale Ratisbona, 16 - 39042  
Brixen/Bressanone  
Tel.: +39 0472 012 200  
Fax: +39 0472 012 209  
E-mail: [student.secretariatBX@unibz.it](mailto:student.secretariatBX@unibz.it)

**Opening hours:**

Mon, Wed, Fri 09.00 – 12.00  
Tues & Thurs 14.00 – 16.00

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**Faculty of Education Administration**

Kreuzgasse 7 /via S. Croce 7 - 39042 Brixen/Bressanone  
Tel.: +39 0472 014 000  
Fax: +39 0472-014 009  
E-mail: [education@unibz.it](mailto:education@unibz.it)  
[www.unibz.it/education](http://www.unibz.it/education)

**Opening hours:**

Mon, Wed, Fri 09.00 – 12.00  
Tues & Thurs 14.00 – 16.00

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**Language Centre**

Dantestraße/Via Dante, 9 - 39100 Bozen/Bolzano  
Tel.: +39 0471 012 400  
Fax: +39 0471 012 409  
E-Mail: [language.centre@unibz.it](mailto:language.centre@unibz.it)  
[www.unibz.it/language/index.html](http://www.unibz.it/language/index.html)

**Opening hours:**

**Bozen/Bolzano**, Dantestraße /Via Dante, 9  
Wed, Fri 10.00 – 12.30  
Tue, Thu 14.00 – 16.00  
**Brixen/Bressanone**, Regensburger Allee / Viale Ratisbona, 16  
Thu 09.00 – 11.00  
(from October to 11 July 2011)

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**Amt für Hochschulförderung, Universität und Forschung  
/ Ufficio per il Diritto allo Studio universitario,  
l'Università e la Ricerca scientifica  
Provincia Autonoma di Bolzano / Autonome Provinz  
Bozen**

Andreas-Hofer-Straße /Via Andreas Hofer, 18  
39100 Bozen/Bolzano  
Tel.: +39 0471 412 941 - 412926;  
Fax: +39 0471 412 949  
E-Mail: [hochschulfoerderung@provinz.bz.it](mailto:hochschulfoerderung@provinz.bz.it)  
[www.provinz.bz.it/bildungsfoerderung](http://www.provinz.bz.it/bildungsfoerderung)

**Opening hours:**

Mon, Tue, Wed, Fri 09.00 – 12.00  
Thu 08.30 – 13.00/14.00 – 17.30

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**Südtiroler Hochschülerschaft / Associazione studenti  
universitari sudtirolesi (sh.asus)**

Kapuzinergasse / Via Cappuccini, 2 - 39100 Bozen/Bolzano  
Tel.: +39 0471 974614  
E-Mail: [bz@asus.sh](mailto:bz@asus.sh)  
[www.asus.sh](http://www.asus.sh)

**Opening hours:**

Mon - Thu 09.00 – 12.30/14.00 – 17.00  
Fri 09.00 – 12.30

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