



FREIE UNIVERSITÄT BOZEN

LIBERA UNIVERSITÀ DI BOLZANO

FREE UNIVERSITY OF BOZEN - BOLZANO

Fakultät für
Design und Künste

Facoltà di
Design e Arti

Faculty of
Design and Art

Study Manifesto

Bachelor in Design and Art

Major in Design

(DM 270/2004)

2011/2012 academic year

COURSE OUTLINE	
Course description	Design and Art
Typology	Bachelor
Degree class	L-4
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 (video recording and Admission Workshop)
Language requirements	Knowledge of at least two teaching languages (level B2)
Deadline for pre-enrolment	11 th July 2011
Deadline for enrolment	30 th September 2011
Tuition fees	1.282,50 Euro
Classes begin	26 th September 2011

WHAT ARE THE OBJECTIVES OF THE BA IN DESIGN IN BOZEN/BOLZANO

In Bolzano you study design in an international environment on a project-based course that is multi-disciplined. Design is the sum of decisions that gives an object, materially and in terms of its content, the shape and form in which people perceive it and use it. These decisions require creative thinking; the ability to formulate this theoretically and implement it practically.

International means that courses in Bolzano are taught in German, Italian and English. To help with this we offer a wide range of language courses plus the advantage of living in a bilingual region.

Project-based study means that students learn in a practical way, and independently through projects.

Highly reputable designers manage our project groups, each with a maximum of 20 students. The subjects integrated into the project give students an excellent grounding in theory and practice. Specialist courses, seminars and workshops broaden students' horizons.

Multi-disciplined means that students do not need to specialise on subjects such as communication, product or service design early. They stretch the boundaries of their own knowledge and skills.

The Faculty supports outstanding projects, presents them at international design fairs, exhibitions and competitions and follows their development into finished industrial products. Seeing regular exhibitions of students' work – gäste-ospiti-guests – and degree projects – Diplorama – is a good way to get to know the Faculty.

Bachelor in Design

The Faculty of Design and Art is offering a three-year Bachelor in Design and Art (L-4) representing 180 credit points. This course has been activated according to the guidelines of the Bologna process. ECTS (European Credit Transfer System) has been adopted.

Our three-year BA course in Design acts as an introduction to creative thinking and working. It will stimulate inter-disciplinary design skills as well as cultivate a high level of cultural awareness. As soon as they finish their studies, graduates can start a professional career using the knowledge and skills they have gained.

Candidates with secondary school leaving certificates can apply once a year by submitting a video presentation. The best applicants are invited to a three-day Admission Workshop.

At the Faculty every student has his/her own working place. Students can make use of professional workshops for all current analogical and digital techniques of model and prototype construction, media production and processing. A material and technology workshop, computer pools and a well-stocked university library are also available.

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. The Faculty of Design and Art will try to ensure that the three languages are used in as balanced a way as possible. Nevertheless, the final exam will always take place in the official language of each course.

HOW IS THE COURSE STRUCTURED? - STUDY PLAN

The degree course has a duration of three years. Teaching is divided into semesters, spread over a total of 6 semesters attributing a total of 180 credit points (CP). Students must sit and pass an exam for each course. The Bachelor ends with the completion and presentation of a degree project whose subject is decided upon in the sixth semester.

Although attendance of courses and lessons is not compulsory, it is deemed necessary due to the practical nature of project work.

Students of the Bachelor in Design and Art – major in Design are encouraged to create their own study plan by the date indicated by the Faculty Secretariat. The elements that make up the individual study plan are:

the Warm up

4 projects

8 lectures and practical courses

3 language courses

the optional courses and

the degree project.

THE WARM UP

The Warm up is an introduction semester and comprises following courses:

Name	Contents	Semster	Hours	CP
warm up project	Introduction via brief project experiences in planning methodologies, strategies and techniques, applied within the context of multicultural, multi-disciplinary teamwork, resulting in finished creations in the field of product and graphic design.	WS	60	10
descriptive geometry	Models of geometric representation	WS	30	5
methods and techniques of representation	Module 1 (36h): Drawing: methods and techniques of representation WUP	WS	60	5
	Module 2 (24h): Drawing (students can choose between): a) life/still life drawing b) conceptual rendering	SS		

WS = winter semester - **SS** = summer semester

During the warm up project various project leaders and lecturers offer students a series of short projects. This is aimed at allowing the students to familiarise themselves both with the various aspects of design and the individual lecturers' working methods. The warm up must be attended during the first semester.

In order to pass the warm up project, all the short projects contained in it must be passed. Students who do not pass the warm up project before the beginning of the second semester will only be allowed to attend language and workshop courses during the second semester; in the following winter semester they will have to enrol again in the first year and will have to attend the warm up project again.

The course Methods and techniques of representation must be attended during the first year and includes two modules: module 1 must be attended during the winter semester and module 2 must be attended during the summer semester. The attendance of module 1 is the requisite for the attendance of module 2. Students who do not pass the course Methods and techniques of representation, must repeat both modules.

PROJECTS

There are four types of project (A, B, C, D – see table below) that can each be undertaken only once. The individual projects – focusing either on product design (PD) or visual communication (VC) - involve practical tasks which aim to motivate students to discover new solutions independently. Projects include practical design work and two project-supporting subjects, where students are monitored by a specially appointed designer and two lecturers of theoretical and practical subjects. In the second, third, fourth and fifth semesters, the students must undertake one project per semester.

Project A	Contents	Hours	CP	Exam
product design (PD)	Design methodologies, strategies and techniques, applied within the context of multi-cultural, multi-disciplinary teamwork, resulting in finished creations in the field of product design (PD).	90	12	1 exam 22 CP
digital modelling	Criticism of electronic programs for three-dimensional planning, resulting in prototyping and rapid production	60 integrated	5	
cultural anthropology	Introduction to the scientific work field (object of research, methods). Verification of the project related approach and results from the point of view of the cultural anthropology.	30 integrated	5	
Project B	Contents	Hours	CP	Exam
visual communication (VC)	Design methodologies, strategies and techniques, applied within the context of multi-cultural, multi-disciplinary teamwork, resulting in finished creations in the field of visual communication (VC).	90	12	1 exam 22 CP
interactive & motion graphics	Methodologies, strategies and techniques of motion graphics as part of visual communication, including the design of motion graphics/sequences of images (video) as well as the animation of static shapes.	60 integrated	5	
graphic design theory and terminology	The elements of linguistic and communicative analysis of forms and icons, practice in applied analysis	30 integrated	5	
Project C	Contents	Hours	CP	Exam
visual communication (VC)	Design methodologies, strategies and techniques, applied within the context of multi-cultural, multi-disciplinary teamwork, resulting in finished creations in the field of visual communication (VC).	90	12	1 exam 22 CP
graphic design	Methods and techniques of graphic design	60 integrated	5	
visual culture	Communicational and linguistic analysis of 2 and 3dimensional shapes: exercises in applied image analysis	30 integrated	5	
Project D	Contents	Hours	CP	Exam
product design (PD)	Design methodologies, strategies and techniques, applied within the context of multi-cultural, multi-disciplinary teamwork, resulting in finished creations in the field of product design (PD).	90	12	1 exam 22 CP
production technologies and systems	Production techniques and systems in their function of engineering the product	60 integrated	5	
product design theory and terminology	Research into expressive tendencies in relation to social dynamics and technological innovations	30 integrated	5	

THE COURSES

All the courses listed below should be attended by the students during the six semesters. The order can be chosen freely by the students through their study plans.

Name	Contents	Semester	Hours	CP
history of contemporary art	Movements, authors and artistic tendencies of the twentieth century, with particular emphasis on interrelationships with design	WS	30	5
theory and practice of the technological image	Elements of the theory of photography, cinema, the electronic and analogical image. Students can choose between: artistic photography	SS	60	5
	product/applied photography	WS + SS	60	5
	video	WS	60	5
typography and graphics	Introduction to the technical and design foundation of typography and graphics	WS + SS	60	5
theory of social change	Sociological models of change, qualitative methodologies of analysis, innovations and trends	WS	30	5
history and criticism of film and audiovisual media	Movements, authors and main tendencies of the twentieth century	SS	30	5
history of design	Processes, tendencies, theories of the planning of communicative objects and creations for modern living	SS	30	5
interior & exhibit design	Possible solutions for the temporary design of spaces for cultural, exhibitional or commercial use, taking into consideration the communicative aspects.	WS + SS	60	5
theory of media and cultural consumption	Currents of sociological thinking in the cultural and media industry. Methodologies of research and analysis of products and media processes	SS	30	5

WS = winter semester - **SS** = summer semester

TECHNICAL WORKSHOP COURSES

In order to gain access to the various workshops, students have got to follow the respective introductory courses to the workshops. Students follow at least five technical courses in workshops of their choice over the course of the six semesters (introductory or specialisation courses). They can choose from the following below:

Name	Contents	Available 2011/12
carpentry workshop	Woodworking techniques	x
metal workshop	Techniques and processing of metals	x
plastics workshop	Techniques of plastics processing	x
shaping and moulding workshop	Techniques for modelling shapes and moulds	
modelling workshop	Modelling techniques, work models, function and prototype models	x
digital modelling workshop	CAD/CAM/CNC/CAQ, rapid prototyping, rapid production	x
materials and technologies workshop	Materials composition in design	x
printing workshop	Printing and binding techniques, serigraphy, engraving and embossing	x
photography and video workshop	Photographic and video techniques	x
computer workshop	Computer methodologies	x

LANGUAGE COURSES

Name	Contents	Hours	CP
3 language courses (Italian, German, English)	General and specialist language at various levels	each 30	3

It is not possible to choose courses in the language of one's secondary school. Students who do not have the third language certified at level B1 (Common European Framework of Reference for Languages), as described in chapter "Language proficiency", may not attend any language course of the Faculty in this language.

ADDITIONAL COURSES

Students have twelve credit points available for additional courses of their choice. These courses may include: optional courses offered by the faculty, certain compulsory courses a second time, additional language courses and courses offered by other faculties (if coherent with the educational project).

DEGREE PROJECT

In the sixth semester students must work on an individual degree project. The student conceives and decides on the focus of his or her project together with his/her tutors, but it has to be based on the areas of product design or visual communication.

Name	Contents	CP
Degree project	The theme and content of the project is chosen by the student	10
Abstract in three languages	Abstract of the degree project in the three teaching languages (dt-it-en)	1

LECTURE HALLS AND CALENDAR

Except for the obligatory language courses, teaching takes place on the main premises of the Free University of Bozen-Bolzano, at the Faculty of Design and Art.

The calendar detailing lecture halls and lecture times will appear on the notice board situated in the Faculty of Design and Art and will also be available on the Free University of Bozen-Bolzano's website. Special teaching activities may also take place outside the semesters.

ADMISSION TO THE BACHELOR : ADMISSION REQUIREMENTS

Every year the Free University of Bozen-Bolzano establishes the maximum number of students who can be admitted to the Bachelor in Design and Art. For the 2011/12 academic year the maximum number of students who can be admitted is **55**. In addition, **5** places are reserved for non-EU citizens.

Candidates are eligible to enrol in the Bachelor if they possess the following qualifications:

- a) diploma/qualifications from a five-year high school course;
- b) diploma/qualifications from a four-year high school course, with or without a certificate attesting that they have successfully completed a one-year complementary course; if there is no document to certify this complementary course, the Exam Commission reserves the right to evaluate the overall suitability of the candidate and impose any academic debits which would need to be paid off by the end of the first year.;
- c) qualifications equivalent to those in points a) and b).

Candidates with qualifications from abroad are eligible to enrol if they have successfully completed their secondary school studies and have obtained a secondary school diploma. This should have been obtained after 12 years of school. In the event that the qualification was achieved at the end of a school career that lasted less than 12 years, the candidate must observe the Ministry's regulations. If in the country of origin an aptitude test is used for university admission, the candidate must present a certificate detailing this.

There are special ministerial admission requirements for some qualifications (American High Schools, British and Greek qualifications for example).

In addition, non-EU citizens resident abroad will have to pass a compulsory Italian language assessment test. Further information is available on the Free University of Bozen-Bolzano's website www.unibz.it.

In Italy, it is not allowed to study simultaneously at several universities or in several courses of the same university.

HOW TO OBTAIN A PLACE - PRE-ENROLMENT

Pre-enrolment is the first condition to obtain a place. It is possible to pre-enrol in more than one degree. Applications for pre-enrolment can be submitted from **1st March 2011** and must be done through the Free University of Bozen-Bolzano's website www.unibz.it. Those who do not have Internet access can use the computers provided for this purpose by the Free University of Bozen-Bolzano. The form must be filled in online and must be printed out and signed. It must be handed in or sent by post to the Student Secretariat of Bozen - Bolzano no later than **11th 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 Commission can decide to exclude the candidate from the admission procedure.

The application form is to be accompanied by the following extra documentation:

- a passport-size colour photo (if not already uploaded in the online pre-enrolment application);
- a photocopy of a valid identity card or passport (front/back);
- video-recording (see admission 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 (a translation is not necessary for

qualifications obtained in a German-speaking country). 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 of 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 of stay for Italy ("**permesso di soggiorno**" for work, for family reasons, for political or humanitarian asylum, for religious motives). 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.

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) 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!

ADMISSION PROCEDURES: ADMISSION EXAM AND RANK LIST

Admission to the course is based on the successful completion of a selection procedure and the certificate of appropriate language competences, as described in chapter "Language Proficiency".

The admission procedure is divided into two stages:

- The first stage is an evaluation - by an exam commission - of the documents presented within the pre-enrolment. These documents must be accompanied by a video recording, which should last a maximum of 2 minutes. The film should be of the candidate presenting him or herself as well as analysing critically a two- or three dimensional object of his/her own choice. This recording must be uploaded on the Faculty server within the deadline of **Monday, 11th July 2011, 12:00 midday**. The modalities and the link for the upload will be included in an email, which will be sent to the candidate after the completion of the online pre-enrolment form.

Technical data for the video recording:

- *length* of the video recording: max. 2 minutes
- *resolution* 640 x 480 Pixel (4:3) or 640 x 360 Pixel (16:9)
- *compression* Codec H264
- *file size* of the video recording max. 80 MB
- *format* .mov, .mp4 or .mpg.
- *file name*: surname_name.format (.mov/.mp4/.mpg)

The exam commission, based on the material provided by each student, will evaluate each student's attitude, motivation and originality as well as their ability of observation and reflection, and will draw up a list of candidates who will be invited to take part in the second stage of the selection process.

- The second stage consists of a workshop that will take place from 22nd to 24th July 2011. During this workshop, candidates will participate in tests that have been designed to evaluate their interdisciplinary curiosity, creativity and predisposition to work in a group. Once this procedure is over, the results will be published in a provisional rank list of the admitted candidates.

N.B.: Students from other Italian or foreign universities wishing to transfer to the Free University of Bozen-Bolzano, Faculty of Design and Art, must follow the admission procedures (pre-enrolment by July 11th 2011).

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:

- a) holding secondary school leaving qualifications (A-levels, Abitur, Maturità, etc) where the main teaching language of the final year was in one of the official teaching languages of the undergraduate degree course. 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;
- b) presenting, for the relevant languages, a recognised qualification or certificate (see table below);
- c) 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	<p>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</p>
B 2	<p>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</p>
C 1	<p>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</p>
C 2	<p>Goethe-Institut: Goethe-Zertifikat C2: Zentrale Oberstufenprüfung (ZOP); Kleines Deutsches Sprachdiplom Großes Deutsches Sprachdiplom (GDS) Österreichisches Sprachdiplom (ÖSD): C2 Wirtschaftssprache Deutsche (WD)</p>

* 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 1	<ul style="list-style-type: none"> CVCL: CELI 2-B1; CELI 2i-B1-immigrati; CELI 2a-B1-adolescenti; Certificato di Italiano Commerciale Intermedio: CIC Intermedio-B1 Centro CILS: Certificazione di Italiano come Lingua Straniera 1 (CILS UNO-B1) Progetto Lingua Italiana Dante Alighieri: PLIDA B1; PLIDA Commerciale B1; PLIDA Juniores B1 Università degli Studi Roma Tre: Certificato di competenza elementare in italiano come lingua straniera (ele.IT) Servizio esami di bi- e trilinguismo: Esame di bilinguismo C
B 2	<ul style="list-style-type: none"> Diploma di maturità in una scuola superiore delle valli ladine dell'Alto Adige

	<ul style="list-style-type: none"> CVCL: Certificato di Conoscenza della Lingua Italiana: CELI 3-B2; CELI 3a-B2 – adolescenti; Certificato di Italiano Commerciale Avanzato: CIC Avanzato–C1 Centro CILS: Certificazione di Italiano come Lingua Straniera 2 (CILS DUE-B2) Progetto Lingua Italiana Dante Alighieri: PLIDA B2; PLIDA Commerciale B2; PLIDA Juniores B2 Università degli Studi Roma Tre: Certificato di competenza intermedia in italiano come lingua straniera (int.IT) Servizio esami di bi- e trilinguismo: Esame di bilinguismo B
C 1	<ul style="list-style-type: none"> Diploma di maturità conseguito prevalentemente in lingua italiana 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 CVCL: Certificato di Conoscenza della Lingua Italiana CELI 4-C1 Centro CILS: Certificazione di Italiano come Lingua Straniera 3 (CILS TRE-C1) Progetto Lingua Italiana Dante Alighieri: PLIDA C1; PLIDA Commerciale C1; PLIDA Juniores C1 Servizio esami di bi- e trilinguismo: Esame di bilinguismo A
C 2	<ul style="list-style-type: none"> CVCL: Certificato di Conoscenza della Lingua Italiana: CELI 5-C2; CELI 5-DOC Centro CILS: Certificazione di Italiano come Lingua Straniera 4 (CILS QUATTRO-C2) Progetto Lingua Italiana Dante Alighieri: PLIDA C2 Università degli Studi Roma Tre: Certificato di italiano come lingua straniera (IT)

level	ENGLISH LANGUAGE CERTIFICATION
B 1	<ul style="list-style-type: none"> Cambridge ESOL: Preliminary English Test (PET) – grade A-B; Business English Certificate (BEC) – Preliminary ETS of Princeton, NJ: Test of English as a Foreign Language (TOEFL) Paper-based: 487-563 Computer-based: 163-223 Internet-based: 57-86; Test of English for International Communication (TOEIC): Listening 275+; Reading 275+; Speaking 120+; Writing 120+ (Valid for two years) British Council et al.: IELTS (General & academic): Band score: 4.0-5.4 City & Guilds (Pitman): International ESOL Diploma (9992): Communicator (PASS in IESOL + FIRST CLASS PASS in IESOL)
B 2	<ul style="list-style-type: none"> Cambridge ESOL: First Certificate in English (FCE) – Grade A-C ; Business English Certificate (BEC) – Vantage 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+ (Valid for two years) British Council et al.: IELTS (General & academic): Band score: 5.5-6.4 City & Guilds (Pitman): International ESOL Diploma (9992): Expert (PASS in IESOL + FIRST CLASS PASS in IESOL)
C 1	<ul style="list-style-type: none"> Final secondary school qualifications with English as the main teaching language Undergraduate (Bachelor) or postgraduate (Master) degree from a university with English as the tuition language Cambridge ESOL: Certificate in Advanced English (CAE) – Grade A-C; Business English Certificate (BEC) – Higher 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 (Valid for two years) British Council et al.: IELTS (General & academic): Band score: 6.5-7.4 City & Guilds (Pitman): International ESOL Diploma (9992): Mastery (PASS in IESOL + FIRST CLASS PASS in IESOL)
C 2	<ul style="list-style-type: none"> Cambridge ESOL: Certificate of Proficiency in English (CPE) – Grade A-C British Council et al.: IELTS (General & academic): Band score: 7.4+

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 > Language Centre. You must indicate any certificates or qualifications that you have and then send the form electronically to the Language Centre, or you can send it 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:

- **11th April 2011** and the following days
- **18th 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 > 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 2nd August to 2nd September 2011 (Monday-Friday, four hours/day). The deadline to enrol for these courses is 28th 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 5th 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 > 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.

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

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

At the end of the courses, from 5th 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.

Students, who do not have the third language certified at level B1 (Common European Framework of Reference for Languages), may attend all projects and courses, with the exception of language courses of the Faculty in the respective language.

ENROLMENT

Candidates well positioned on the rank list may enrol for the **Bachelor in Design and Art – major in Design** by submitting their application in person by **12:00 midday Friday 30th September 2011** at the Student Secretariat in Bozen-Bolzano.

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 academic 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.

Candidates intending to transfer from another Italian university to the Free University of Bozen-Bolzano must enclose with the enrolment form a copy of the transfer application presented at their university of origin.

The rank list is valid for the academic year in question only.

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

Candidates who are high enough up the rank lists to be taken for more than one degree course can only enrol for one of those 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 by enrolment
- the second instalment of € 575,00 by 31st 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 established by a special commission and 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, 5th 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 services portal of the Province 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.

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 prospective students can find 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 2011/12

Pre-enrolment	01.03.2011-11.07.2011
Language assessment tests	as from 11.04. and as from 18.07.2011
Admission exam (Admission Workshop)	22.07.2011-24.07.2011
Publishing of the provisional rank list	26.07.2011
Summer language courses	as from 02.08.2011
Publishing of the final rank list	12.09.2011
Enrolment	01.08.2011 - 30.09.2011

Winter semester

Lessons start	26.09.2011
Christmas holidays	24.12.2011 – 08.01.2012
Lessons end	21.01.2012

Summer semester

Lessons start	27.02.2012
Easter holidays	06.04. – 09.04.2012
Lessons end	16.06.2012

Exam sessions

Winter	23.01. – 18.02.2012
Summer	18.06. – 21.07.2012
Autumn	03.09. – 29.09.2012

FURTHER INFORMATION:

www.unibz.it

Advisory Service

Universitätsplatz/Piazza Università 1
39100 Bozen/Bolzano
tel.: +39 0471 012 100
fax: +39 0471 012 109
e-mail: info@unibz.it

INFOPOINT:

Bozen/Bolzano, Universitätsplatz 1, Piazza Università 1
Wed, Fri 10:00 - 12:30
Tue, Thu 14:00 - 16:00
Brixen/Bressanone, Regensburger Allee 16, Viale Ratisbona 16
Thu 14:00 - 16:00
and on request

Student Secretariat

Universitätsplatz/Piazza Università 1
39100 Bozen/Bolzano
tel.: +39 0471 012 200
fax: +39 0471 012 209
e-mail: student.secretariat@unibz.it

Opening hours:

Mon, Wed and Fri 09:00 - 12:00
Tue and Thu 14:00 - 16:00

Administration of the Faculty of Design and Art

Universitätsplatz/Piazza Università 1
39100 Bozen/Bolzano
tel.: +39 0471 015 000
fax: +39 0471 015 009
e-mail: design-art@unibz.it

Opening hours:

Mon, Tue, Wed, Thu, Fri 09:00 - 12:00
Tue and Thu 14:00 - 16:00

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
www.unibz.it/language/index.html

Opening hours:

Bozen/Bolzano, Dantestraße 9, Via Dante 9
Wed, Fri 10:00 - 12:30
Tue, Thu 14:00 - 16:00
Brixen/Bressanone, Regensburger Allee 16, Viale Ratisbona 16
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
Andreas-Hofer-Straße /Via Andreas Hofer, 18
39100 Bozen/Bolzano
tel.: +39 0471 412 941 – 412 926
fax: +39 0471 412 949
E-Mail: hochschulfoerderung@provinz.bz.it
www.provinz.bz.it/bildungsfoerderung

Opening hours:

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)**

Kapuzinergasse / Via Cappuccini, 2
39100 Bozen/Bolzano
Tel.: +39 0471 974 614
E-Mail: bz@asus.sh
www.asus.sh/

Opening hours:

Mon to Thu 09:00 - 12:30 and 14:00 – 17:00
Fri 09:00 - 12:30

www.unibz.it