



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**

### **DEGREE COURSE: DESIGN**

**2006/2007 academic year**

## THE COURSE AND THE STUDY REGULATIONS

The Faculty of Design and Art at the Free University of Bozen/Bolzano is proud to present its **degree course in Design**.

The main distinguishing feature of the teaching model offered by the Faculty of Design and Art is its structure of interdisciplinary projects where the conceptual reflection of project work leads to immediate practical application and experimentation. Students are given ample space to take personal initiatives and are stimulated to develop their own personal way of working in a gradual way.

The degree course lasts three years.

Teaching is divided into semesters, spread over a total of 6 semesters. The degree course envisages the attribution of 180 credit points (CP) which include:

- 9 credits for language courses
- 9 credits for other courses to be chosen by each individual student
- 12 + 1 credits for the final degree project

Students must sit and pass an exam for each course. Students are also required to attend tutorials.

The degree course ends with the completion and presentation of a degree project, whose subject can be decided upon in the fifth semester.

## TEACHING LANGUAGES

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 make sure 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.

## STUDY PLAN

Students of the **Degree course 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: **Warm up, projects, lectures, language courses, optional courses and the degree project**.

Projects and teaching take place over semesters. Students choose four projects out of all the projects on offer to work on over the course of the four central semesters. Besides the four projects, students also have to attend 13 courses over the course of the six semesters, as well as language courses, optional courses and five specialised workshop courses.

## THE WARM UP

The Warm up is an introduction semester and comprises a warm up project as well as two practical subjects. 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.

Name	Contents	Hours	CP
<b>warm up project</b>	Introduction via brief project experiences in planning methodologies, strategies and techniques, applied within the context of multi-cultural, multi-disciplinary teamwork, resulting in finished creations in the field of product or graphic design.	60	10
<b>Geometry</b>	Models of geometric representation	30	3
<b>Methods and techniques of representation WUP</b>	Drawing: methods and techniques of representation	36	3

## PROJECTS

The individual projects 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. The students must undertake one project per semester.

The following are the projects that can be taken in the second, third, fourth and fifth semesters, one per area (A, B, C, D):

Name	Contents	Hours	CP
<b>PROJECT A</b> <b>product design (PD)</b>	Planning methodologies, strategies and techniques, applied within the context of multi-cultural, multi-disciplinary teamwork, resulting in finished creations in the field of product design.	90	12
<b>digital modelling</b>	Criticism of electronic programs for three-dimensional planning, resulting in prototyping and rapid production	60 integrated	5
<b>technical and environmental physics</b>	Technical physics and the holistic dimensions of the project	30 integrated	5
<b>PROJECT B</b> <b>visual communication (VC)</b>	Planning 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
<b>interior and exhibit design</b>	Planning resolution of temporary furnishings in cultural and commercial spaces and museums with emphasis on communicative aspects.	60 integrated	5
<b>semiotics of the image</b>	The elements of linguistic and communicative analysis of forms and icons, practice in applied analysis	30 integrated	5
<b>PROJECT C</b> <b>visual communication (VC)</b>	Planning 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
<b>graphic design</b>	Methods and techniques of graphic design	60 integrated	5
<b>geometry of images</b>	Geometrical techniques and instruments, directed towards the representation and planning of objects and visual creations	30 integrated	5
<b>PROJECT D</b> <b>product design (PD)</b>	Planning 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
<b>production technologies and systems</b>	Production techniques and systems in their function of engineering the product	60 integrated	5
<b>design theory and terminology</b>	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, except for the ones marked WUP that have to be attended during the first semester.

**WS** = winter semester

**SS** = summer semester

Name	Contents	Semester in which the course is offered	Hours	CP
<b>History of contemporary art</b>	Movements, authors and artistic tendencies of the twentieth century, with particular emphasis on interrelationships with design	<b>WS</b>	30	5
<b>Theory and practice of the technological image</b>	Elements of the theory of photography, cinema, the electronic and analogical image. Students can choose between: artistic photography	<b>SS</b>	60	5
	product/applied photography	<b>WS + SS</b>	60	5
<b>Interactive medias</b>	Criticism of electronic systems, directed towards visual communication	<b>WS + SS</b>	30	5
<b>Theory of social change</b>	Sociological models of change, qualitative methodologies of analysis, innovations and trends	<b>WS</b>	30	5
<b>Digital graphics and typography</b>	Graphics and printing through digital technology	<b>SS</b>	40	3
<b>History of design</b>	Processes, tendencies, theories of the planning of communicative objects and creations for modern living	<b>SS</b>	30	5
<b>Aesthetics</b>	Theory of artistic expression and aesthetics of design	<b>SS</b>	30	5
<b>Business administration</b>	Elements of general economics, with particular emphasis on aspects related to production and marketing costs	<b>WS</b>	30	5
<b>Methods and techniques of representation</b>	Drawing. Students can choose between: life/still life drawing	<b>SS</b>	24	2
	conceptual rendering	<b>SS</b>	24	2
<b>Theory of media and cultural consumption</b>	Currents of sociological thinking in the cultural and media industry. Methodologies of research and analysis of products and media processes	<b>SS</b>	30	5

Only for students who enrolled before the 2005/06 academic year:

<b>Private law</b>	Elements of private law with particular emphasis on author rights and professional management legislation	<b>WS</b>	30	5
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## 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 in 2006/07
<b>Carpentry workshop</b>	Woodworking techniques	x
<b>Metal workshop</b>	Techniques and processing of metals	
<b>Plastics workshop</b>	Techniques of plastics processing	x
<b>Shaping and moulding workshop</b>	Techniques for modelling shapes and moulds	
<b>Modelling workshop</b>	Modelling techniques, work models, function and prototype models	x
<b>Digital modelling workshop</b>	CAD/CAM/ CNC/CAQ, rapid prototyping, rapid production	
<b>Materials and technologies workshop</b>	Materials composition in design	x
<b>Printing workshop</b>	Printing and binding techniques, serigraphy, engraving and embossing	x
<b>Photography and video workshop</b>	Photographic and video techniques	x
<b>Computer workshop</b>	Computer methodologies	x

## LANGUAGE COURSES

Name	Contents	Hours	CP
<b>3 language courses (Italian, German, English)*</b>	General and specialist language at various levels	30	3

\* It is not possible to choose courses in the language of one's secondary school. – Students can only attend these courses once they have passed the corresponding language assessment test at the Language Centre.

## ADDITIONAL COURSES

Students have nine 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/universities. In the 2006/07 academic year, the Faculty of Design and Art offers the following optional courses:

Name	Contents	Hours	CP
<b>Private law</b>	Elements of private law with particular emphasis on author rights and professional management legislation	30	5
<b>(To be defined)</b>		30	5

## 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 tutor/s, 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	12
Abstract in two languages	Abstract of the degree project in two languages	1

## CALENDAR AND LECTURE HALLS

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 in via Sernesi 1 or at the facilities in Via Castel Weinegg, 2. 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 FORMALITIES

### Restricted enrolment numbers

Every year the Free University of Bozen/Bolzano establishes the maximum number of students who can be admitted to the Degree Course in Design. For the 2006/07 academic year the maximum number of students who can be admitted is **55**. In addition, **5** places are reserved for non-EU citizens.

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

### Qualifications required for admission

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

- diploma from a five-year high school course;
- diploma from a four-year high school course, with or without a certificate attesting that they have successfully completed a one-year complementary course;
- degree (irrespective of their secondary school qualifications);
- qualifications equivalent to those in points a), b) and c).

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

## PRE-ENROLMENT

It is possible to pre-enrol in more than one degree. Applications for pre-enrolment can be submitted from mid-May and must be done through the Free University of Bozen/Bolzano's website [www.unibz.it](http://www.unibz.it). Those who do not have an 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 entirely and signed. It must be handed in, together with the other material requested, **by Monday 3<sup>rd</sup> July 2006, 12:00 midday** to the Student Secretariat of the Free University of Bozen/Bolzano (via Sernesi 1, Bolzano), or sent by post. Applications that arrive without a signature, after the deadline, or by email or fax cannot be taken into consideration.

It should be noted that **the date of the postmark will not be taken into consideration** and thus only the applications effectively received by the deadline will be taken into consideration for the selection process.

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

- a passport size colour photo
- a photocopy of a valid identity card or passport (back and front)
- any certificates attaining to language knowledge
- curriculum vitae
- a video-recording (see admission procedure)

European Union and non EU citizens who have educational qualifications obtained abroad must also send copies of the following documents (at the latest by the date of enrolment):

- authenticated photocopy of secondary school (or equivalent) certificate with an official translation into Italian accompanied by an official certificate attesting to its validity from the Italian consulate authorities abroad (a translation is not necessary for qualifications obtained in a German-speaking country); the validity certificate must contain a translation of the final result obtained at the end of secondary school translated into the Italian system.

**Non-EU candidates resident abroad** must carry out all enrolment procedures through the Italian authorities (Consulate or Embassy) in the country in which they obtained or are to obtain their academic qualifications. The deadlines imposed by the Italian Ministry of Education, Universities and Research (Ministero dell'Istruzione, dell'Università e della Ricerca [www.miur.it](http://www.miur.it)) must be respected.

Evaluation can then only take place from the documentation presented with the application form by the candidate. It is the candidate's responsibility, therefore, to make sure that the application is complete. In order to avoid long queues, it is recommended that the delivery of these documents does not take place in the last few days before the deadline.

### **ADMISSION PROCEDURES: ADMISSION EXAM AND RANK LIST**

Admission to the course is based on the successful completion of aptitude tests. The admission procedure is divided into two stages:

- a) The first stage is pre-enrolment as previously described. The documents that are required and listed above must be accompanied by a video recording. The film – which should last a maximum of 2 minutes – should be of the candidate presenting him or herself as well as showing and commenting on an object or image in order to demonstrate his or her ability of observation and critique. This recording should be provided on a VHS videocassette, a mini-DV or a video-DVD (labelled clearly with the name and surname of the candidate) and this too should arrive at the Student Secretariat no later than the deadline of **Monday, 3<sup>rd</sup> July 2006**. Recordings provided on a different support (including Compact-VHS) will not be considered. The exam commission, based on the material provided by each student, will evaluate each student's attitude and motivation 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.
- b) The second stage consists of a workshop that will take place from 21 to 23 July 2006. During this workshop, candidates will participate in activities and tests that have been designed to evaluate their interdisciplinary curiosity, creativity and predisposition to work in a group. Each participant will also have to attend an interview. Once this procedure is over, the results will be published in a rank list detailing who has been accepted onto the course.

**N.B.: Students from 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 3<sup>rd</sup> 2006) and enclose to the other documents requested also their application for recognition of exams taken at foreign universities (forms available from the Students' Secretariat).**

## LANGUAGES

By the end of their first year of study, students will have had to demonstrate an adequate knowledge of the three official languages of the University. Adequate knowledge of one or more languages is based on the following criteria:

- Secondary school leaving diploma taken in one of the three official teaching languages;
- A pass in a language assessment test organised by the Language Centre of the Free University of Bozen/Bolzano (next exam dates: 8<sup>th</sup> May 2006, 15<sup>th</sup> June 2006 and 28<sup>th</sup> August 2006);
- Presentation of one of the following language certificates:

### Certificates and exams recognised by the Language Centre of the Free University of Bozen/Bolzano

ENGLISH - EXAMINATION		GRADE
First Certificate in English - FCE	Cambridge ESOL	A – B
Certificate in Advanced English – CAE	Cambridge ESOL	A – C
Certificate of Proficiency in English - CPE	Cambridge ESOL	A – C
Business English Certificate – BEC Vantage	Cambridge ESOL	A – B
Test of English as a Foreign Language – TOEFL*	ETS of Princeton, NJ	550 Paper/213 Computer
International English Language Testing System - IELTS	British Council/IELTS Australia/ Cambridge ESOL	Minimum band scores: 6.0
ITALIANO - ESAME		VOTAZIONE
Certificato di Conoscenza della Lingua Italiana (CELI) 3	Università per Stranieri di Perugia	Superato
Certificato di Conoscenza della Lingua Italiana (CELI) 4	Università per Stranieri di Perugia	Superato
Certificato di Conoscenza della Lingua Italiana (CELI) 5	Università per Stranieri di Perugia	Superato
Certificazione di Italiano come Lingua Straniera (CILS) 3	Università per Stranieri di Siena	Superato
Certificazione di Italiano come Lingua Straniera (CILS) 4	Università per Stranieri di Siena	Superato
Università di Roma Tre	Università di Roma	Superato
Esame di bilinguismo A	Provincia di Bolzano	Superato
DEUTSCH - PRÜFUNG		BENOTUNG
Zentrale Mittelstufenprüfung – ZMP	Goethe-Institut	Bestanden
Mittelstufe – M	Österreichisches Sprachdiplom Deutsch- ÖSD	Bestanden
TestDaF	TestDaF-Institut, Hagen	Alle Prüfungsteile mit TDN 3, 4, 5 bestanden
Kleines Sprachdiplom - KDS	Goethe-Institut	Bestanden
Großes Sprachdiplom - GDS	Goethe-Institut	Bestanden
II. Stufe - Deutsches Sprachdiplom der Kultusministerkonferenz - KMK	Deutsche Kultusministerkonferenz	Bestanden
Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber – DSH	Goethe-Institut	Bestanden
Zentrale Oberstufenprüfung – ZOP	Goethe-Institut	Bestanden
Zweisprachigkeitsprüfung A	Provinz Bozen	Bestanden

\*only valid for two years after sitting the test

In order to enrol in the first year, candidates must be able to certify an adequate knowledge of at least one of the 3 teaching languages.

**Beginners in one or two teaching languages:** At the end of the admission workshop in July 2006 a commission will ascertain whether the candidates are beginners in one or more of the three teaching languages (Italian, German and English). Candidates without any knowledge in two of the three teaching languages cannot be admitted to the first year. Candidates who do not have any knowledge of one of the three teaching languages will have to attend a language course **before the beginning of the academic year** and certify an attendance of at least 100 teaching hours of this course. After attending this course (at the end of September) they will also have to pass an oral examination with a commission in order to prove that they have reached at least the level A1/a following the Common European Framework (= basic language level that can be reached after 100 hours of teaching). Only those candidates who pass this oral exam will be admitted in to the first year. This language course of at least 100 hours can be followed at the Language Centre of the FUB (see: Preparation courses offered by the Language Centre – intensive courses) or at any language school.

If students cannot certify adequate knowledge in a language at the time of enrolment, then this must be certified by the end of the first year. In such an event, students must attend courses in the language(s) that they are missing at the Language Centre of the Free University of Bozen/Bolzano with compulsory attendance of 75% of the course. Attendance of these courses does not entitle students to credit points and only once students have passed the relevant end-of-course exam will they be able to enrol onto the second year of the Degree course.

Students who are unable to certify knowledge in one or two languages cannot attend practical or theoretical courses in the language(s) that they lack (except practical courses linked to the Warm Up) until they have provided certification.

Those students who do not pass one or more language tests administered by the Language Centre of the Free University of Bozen/Bolzano by the end of the first year must repeat that year and will be barred from following projects until they have passed all the language tests necessary.

### **PREPARATION COURSES OFFERED BY THE LANGUAGE CENTRE (INTENSIVE COURSES)**

The University Language Centre organises special intensive preparation language courses in Italian, German and English in readiness for the Language Assessment Test for pre-enrolled students. The courses last three weeks (Monday to Friday, four hours a day) from **7<sup>th</sup> to 25<sup>th</sup> August 2006**.

The Language Centre also organises beginners courses in the three languages (**7<sup>th</sup> August – 15<sup>th</sup> September 2006**) for those students who need to prepare to study in these languages. The deadline for enrolment on all these language courses is **28<sup>th</sup> July 2006**.

Further information on the language courses is available from the Language Centre.

### **ENROLMENT**

Aspiring students well positioned on the rank list may enrol for the Degree Course Design submitting their application **by 12:00 midday Friday 29<sup>th</sup> September 2006** at the Student Secretariat in Bozen/Bolzano, via Sernesi 1.

With the application the following documents must be enclosed:

- receipt of the first payment of university fees
- receipt of the provincial tax for the right to study

The payment slips are available in the Student Secretariat.

Prospective students who have secondary school certificates and/or qualifications from abroad must also enclose:

- original of the declaration of equivalent value of the secondary school certificate/qualification issued by the Italian consulate or embassy abroad;
- 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:

- original secondary school certificate;
- a valid residence permit for stays in Italy must be presented to the Student Secretariat.

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

### **TUITION FEES**

Enrolment taxes and fees for the 2006/07 academic year and the provincial tax for the right to study amount to:

university fees **€ 1,100.00**

provincial tax: **124.50 €**

Tuition fees must be paid in two instalments: the first at the time of enrolment (by 29.09.2006), the second by 31.03.2007.

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 (except the provincial tax): the disability certificate, issued by the health authorities, should 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 (except the provincial tax).

### **ENROLMENT AFTER THE FIRST YEAR**

Students who are already enrolled at the Free University of Bozen/Bolzano have to enrol for the years following the first and pay the first instalment of the fees by the deadline of **13<sup>th</sup> October 2006**.

### **STUDY GRANTS AND STUDENT ACCOMMODATION**

Information regarding student grants, exemption from the payment of university taxes and also the assignment of accommodation may be requested at the Office for School and University Assistance of the Autonomous Province of Bozen/Bolzano.

Application for the above assistance is to be submitted following the official terms. The assignment of accommodation in student hostels follows a first-come first-served system.

Amt für Schul- und Hochschulfürsorge/  
Ufficio Assistenza Scolastica ed Universitaria  
Bereich Hochschüler/-innen-Förderung/  
Settore Diritto allo Studio Universitario  
Andreas-Hofer-Straße /Via Andreas Hofer, 18  
39100 Bozen/Bolzano  
tel.: +39 0471 413 348 / 412 938  
fax: +39 0471 413 388  
[www.provinz.bz.it/bildungsfoerderung](http://www.provinz.bz.it/bildungsfoerderung)

Opening hours:  
Mon, Tue, Wed, Fri 9:00 to 12:00  
Thursday: 8:30 to 13:00 and  
14:00 to 17:30

### **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 *Information Rooms* in Bozen/Bolzano and Brixen/Bressanone prospective students can view information material and receive information about the Free University of Bozen/Bolzano and its 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.

Free University of Bozen/Bolzano  
Sernesistr. 1, 39100 Bozen/Bolzano  
tel. +39 0471 012 100  
fax +39 0471 012 109  
[advisoryservice@unibz.it](mailto:advisoryservice@unibz.it)

INFORMATION ROOM:  
**Bozen - Bolzano**  
Wednesday and Friday 10:00 - 12:30  
Tuesday and Thursday 14:00 - 16:00  
**Brixen - Bressanone**  
Monday and Tuesday 14:00 - 16:00

In **July and August** the Information Room in Brixen/Bressanone is open on Mondays and Thursdays 09:00-12:00 and 14:00-16:00.

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### **Decree of 30 June 2003, no. 196: Data Protection Act**

#### Information for interested parties:

All the information needed to complete the pre-enrolment and enrolment forms is necessary for carrying out the pre-enrolment and enrolment procedures. All information provided will be dealt with and stored on computer following the Data Protection Act, decree no. 196/2003, by employees of the Free University of Bozen/Bolzano under the responsibility of the Academic Director.

Should candidates wish to exercise their rights as detailed in articles 7 and others of the aforementioned decree as concerns access to, information on, updating of and the cancellation of this information, they can make a request to the Administrative Director of the Free University of Bozen/Bolzano.

## ACADEMIC CALENDAR - 2006/07

<b>Pre-enrolment</b>	<b>by 3<sup>rd</sup> July 2006</b>
<b>Language assessment tests</b>	
1 <sup>st</sup> session	<b>as from 08.05.2006</b>
2 <sup>nd</sup> session	<b>as from 15.06.2006</b>
3 <sup>rd</sup> session	<b>as from 28.08.2006</b>
<b>Enrolment</b>	<b>by 29.09.2006</b>
<b>Enrolment for the years following the first</b>	<b>by 13.10.2006</b>

### Winter semester

Start of teaching activities	02.10.2006
Christmas holidays	24.12.2006 – 07.01.2007
End of teaching activities	27.01.2007

### Summer semester

Start of teaching activities	12.03.2007
Easter holidays	06. – 09.04.2007
End of teaching activities	22.06.2007

### Examination sessions

Winter	29.01 – 13.03.2007
Summer	25.06 – 14.07.2007
Autumn	01.09 – 29.09.2007

<b>FURTHER INFORMATION:</b>
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[www.unibz.it](http://www.unibz.it)

**Advisory Service**

Via Sernesi 1 – SER-E (1<sup>st</sup> floor)  
I - 39100 Bolzano  
tel.: +39/0471 012 100  
fax: +39/0471 012 109  
e-mail: [advisoryservice@unibz.it](mailto:advisoryservice@unibz.it)

INFORMATION ROOM:

Bolzano:  
Wednesday and Friday: 10:00 - 12:30  
Tuesday and Thursday: 14:00 - 16:00  
  
Bressanone:  
Monday and Thursday: 14:00 - 16:00

**Secretariat of the Faculty of Design and Art**

Via Sernesi 1 – SER-A (4th floor)  
I - 39100 Bolzano  
tel.: +39/0471 015 000  
fax: +39/0471 015 009  
e-mail: [design-art@unibz.it](mailto:design-art@unibz.it)

Open to the public:

Monday - Wednesday	9:00 – 12:00	14:00 – 16:00
Thursday	9:00 – 16:00	
Friday	9:00 – 12:00	

**Student Secretariat**

Via Sernesi 1 – SER-B (1<sup>st</sup> floor)  
I - 39100 Bolzano  
tel.: +39/0471 012 200  
fax: +39/0471 012 209  
e-mail: [student.secretariat@unibz.it](mailto:student.secretariat@unibz.it)

Open to the public:

Monday, Wednesday, Friday:	09:00 - 12:00
Tuesday, Thursday:	14:00 - 16:00

**Language Centre**

Via Dante 9  
I - 39100 Bolzano  
tel: +39/0471/012 400  
fax: +39/0471/012 409  
e-mail: [language.centre@unibz.it](mailto:language.centre@unibz.it)

Open to the public:

from Monday to Friday	14:30 - 17:00
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