

# EXCHANGE STUDENTS GUIDE

YOUR FIRST STEPS AT  
THE FREE UNIVERSITY OF  
BOZEN-BOLZANO



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If you are an **international degree-seeking student** and are **not attending unibz** as part of an international agreement (e.g. Erasmus+, Bilateral Agreement or Erasmus Mundus, etc), please contact the [Advisory Service](#) as the information in this booklet refers only to exchange students (see page 13).

# WELCOME

## TO THE FREE UNIVERSITY OF BOZEN-BOLZANO!

Thank you for choosing unibz for your study abroad experience. Together with your home institution, we will assist you in the whole exchange process and hope you will have a valuable and enjoyable experience at our University.

Please read this handbook carefully and if you still have any questions, go to the [last page](#) of this guide for our contact details.

Follow us on social media and become part of our diverse and multilingual academic community:

- **Instagram:** [unibz](#)
- **Facebook:** [unibz](#)
- **LinkedIn:** [unibz](#)
- **Twitter:** [unibz\\_news](#)
- **TikTok:** [unibz](#)
- **YouTube:** [Free University of Bozen Bolzano](#)
- **Spotify:** [unibz](#)

# unibz

## PROFILE

The Free University of Bozen-Bolzano was founded in 1997. Our university has a strong international outlook, as testified by its multilingual courses (German, Italian, English and Ladin) and the high number of students and teaching staff from abroad.

unibz has five faculties, and a high percentage of lecturers (35%) and students (17%) come from abroad and they study, teach and research in the fields of Economics, Natural Sciences, Engineering, Social Sciences, Education, Design and Arts.

### Languages

What makes unibz stand out among all universities, in Italy and in Europe, is the **multilingualism** of its courses and research. The three official languages - **German, Italian and English** - are used during classes, meetings, conferences and in all events.

### Campuses

**Bozen-Bolzano** is the main campus and hosts:

- Faculty of Faculty of Agricultural, Environmental and Food Sciences
- Faculty of Design and Art
- Faculty of Economics and Management
- Faculty of Engineering

**Brixen-Bressanone** is home to the

- Faculty of Education

**Bruneck-Brunico** is a satellite campus for the

- Bachelor in Tourism, Sport and Event Management
- Master in Tourism Management

## FACTS AND FIGURES

In the 2020Times Higher Education World University Rankings unibz ranked in the band of 401— 500 this year out of almost 1,400 institutions worldwide. Our strongest pillars were “Citations” (with a score of 77,9 among the top 260) and “International outlook” (with a score of 76,4 among the top 250). In Italy we are on the 12th position out of 43 universities ranked. In the 2019 World’s Best Small Universities Ranking unibz is ranked among the best 20 small universities worldwide.

- **160+ partner universities**
- **127 Erasmus+ agreements**
- **3 Swiss-European mobility programmes**
- **507 exchange places at other universities**
- **507 exchange places for international students**
- **78 student nationalities**
- **9 different language course options at the Language Centre (English, German, Italian, French, Spanish, Russian, Chinese, Arabic, Ladin)**
- **31% tenured Professors and Researchers of international Origin**
- **278,280 Books and audio-visual media in our library**

# GETTING HERE

## PLANNING YOUR ARRIVAL

Please plan your trip in order to arrive in Bozen-Bolzano in time for the **Welcome Session**.

### What to Pack

In South Tyrol the climate is cold and snowy in winter, and mild in summer. **Snow** falls regularly but **good weather** and **sunshine** prevails with low winter average temperatures (between -7 and -3 °C). Larger amounts of snow fall in mountain areas, making this place ideal for skiing. At the foot of the mountains, such as in Bozen-Bolzano, climate is moderately continental, with cold winters and an average temperature in January around the freezing point, and hot summers at about 35 °C. Many outdoor **pools** and **lakes** as well as the proximity to the **mountains** provide for refreshing mountain air and great **outdoor activities**.

### Getting to Bozen-Bolzano

#### By Train or Bus

The train is the best means of transport to get to Bozen-Bolzano. The train station is only 5 minutes away from the city center and the University. You can book your ticket online on [www.trenitalia.com](#), [www.oebb.at](#) and [www.bahn.com](#). Flixbus also stops in South Tyrol and students can get a discount: [flixbus.com](#). You can also check [www.thetrainline.com](#) for getting the best fare for every trip.

#### By Plane

South Tyrol’s only airport is located in the Southern outskirts of Bozen-Bolzano and mostly operates national or local flights. The nearest international airports are in the cities of **Innsbruck** and **Verona**. Other airports such as Milan/Bergamo, Treviso, Venice and Munich are over 200 km away (about four hours by train).

Bozen-Bolzano [www.bolzanoairport.it/en](#)

Innsbruck [www.innsbruck-airport.com](#)

Verona [www.aeroportoverona.it](#)

Milano [www.milanomalpensa-airport.com](#)

Venezia [www.veniceairport.it](#)

Bologna [www.bologna-airport.it/en](#)

Munich [www.munich-airport.com](#)

#### By Car

From the North: Munich > Kufstein (A12 Inn Valley Motorway) > Innsbruck > Brenner (A22 Brenner Motorway) > Bozen-Bolzano

From the South: A22 Modena Highway; A4 Milano Highway

### Getting to Brixen-Bressanone and Bruneck-Brunico

#### To Brixen-Bressanone:

All EC and regional trains on the route Innsbruck - Brenner - Verona stop in Brixen-Bressanone

#### To Bruneck-Brunico:

Change in Franzensfeste-Fortezza to a local train (towards

Innichen-San Candido or Lienz). You can also take a local bus.

### Useful Contact Numbers

#### Public Transport System in South Tyrol

tel. +39 840 000 471

[www.suedtirolmobil.info/en](#)

South Tyrol Mobility App:

[www.sii.bz.it/en/app-sudtirol2go](#)

#### Traffic Information Office

tel. +39 0471 200 198

[traffico.provincia.bz.it](#) (in Italian) or

[verkehr.provinz.bz.it](#) (in German)

#### Highway Brennero A22

tel. +39 800 279 940

[www.autobrennero.it](#)

#### Bozen-Bolzano Radio Taxi Funk

tel. +39 0471 981 111

#### Bozen-Bolzano Tourist Information Office

tel. +39 0471 307 000

[www.bolzano-bozen.it](#)

## ACCOMMODATION

We have **limited availability** of accommodation for exchange students in residence halls, which are managed by the local government, **only in Bozen-Bolzano**. Due to high demand, students can apply for it through the online registration form whose link is sent to all applicants by the International Relations Office at the beginning of July (for the first semester or whole year applicants) and at the beginning of December (for the second semester applicants). Accommodation will be allocated on a first come first served basis. Please note that all contracts for residence halls last 5 or 10 months. If you intend to stay less, you will need to pay for the entire contract period. Be aware that Bozen-Bolzano and Brixen-Bressanone are small towns and it is hard to find rooms on the private market. Please make sure you find an accommodation before your arrival..

### Private Sector Housing

Notice boards display announcements for renting or sharing rooms and flats. Accommodation ads are displayed on boards in university campuses and online on our blog [accommodationunibz.blogspot.com](#) or on [www.yost.apartments](#). If you want to post an announcement, you can send an email to [info@unibz.it](#). The price for a single room varies between € 350 and € 500 per month. Short-term accommodation is available in all three cities.

### Youth Hostels in South Tyrol

**Bozen-Bolzano** [www.bozen.jugendherberge.it](#)

# HEALTH INSURANCE

**Brixen-Bressanone** [www.brixen.jugendherberge.it](http://www.brixen.jugendherberge.it)  
**Bruneck-Brunico** [www.hostelworld.com](http://www.hostelworld.com)

## EU-CITIZENS

There are three different types of health cover that you can get in Italy, which we will describe below. However, it is **your own national health service** that decides which documents to give you and therefore which one you can apply for.

### European Health Insurance Card (EHIC)

With the EHIC issued by your country, you have the right to any treatment that is necessary during the time you are studying in Italy. However, this is a **more limited cover** and allows people to seek medical care in the country they are staying in without having to return to their own country. All you have to do is go to the doctor/place that provides the treatment (GP, Accident and Emergency, Out-Patient department). If you go to a GP, you can see them for free, but this is on an occasional basis. The cost of the treatment will then be charged to your own health care provider abroad.

### Cover through E106, E109/E37 or S1 foreign Insurance Policies

You will have to ask to the health authorities in your own country to issue you one of the policies listed above. These policies will enable you to register for health cover in South Tyrol as if you were an Italian citizen.

With one of these policies:

- you can choose your family doctor/GP,
- you can seek assistance at Accident and Emergency at a hospital and you'll only have to pay the standard price (the so-called "ticket"),
- you can access all planned specialist services,
- you can access all services for preventative medicine,
- you don't have to pay for the services of the duty doctor, if needed,
- finally, if you are a resident: you can access any discounts that may be due to you and any exemptions on the standard prices of medicines or appointments with specialists ("ticket").

### Cover through Italian private Health Insurance Schemes or private foreign Health Insurance, instead of E 106/E109/E37/S1 policies

You can also buy a private health insurance that will cover you for all accidents you may have and treatment you may need during the time you are studying in Italy. In this case, you will be regarded as a "paying foreign citizen" and as such you do not need to register for the local health service.

More details can be found in the **EU Directive 2004/38/CE on the Right to Reside and Move freely and Health Care** (Regulation EEC 1478/71, modified by Regulation EC 631/2004 and Decision 189/2003 which introduced

the EHIC). Further information in all EU languages: [http://europa.eu/european-union/life/healthcare\\_en](http://europa.eu/european-union/life/healthcare_en) (also available in print form from local Health Authorities).

## NON-EU CITIZENS

A health insurance policy is necessary in Italy (it is requested also when applying for a Residence Permit): If you have health insurance, make sure that it has been issued in your name and that it covers at least **the whole period of your stay** (i.e. the duration of your Visa). The insurance policy must have undergone **an approval procedure by the Embassy** so that it carries for instance a stamp of approval. Should this not be the case, no Residence Permit will be issued. For this reason, make sure that your Embassy does so when you go there for your visa.

**If you do not have health insurance**, or you have an insurance policy that has not been stamped by the Embassy, you can buy one here: <https://www.waitaly.net/en/pacchetti-welcome/cittadino-extra-ue-richiedente-permesso-di-soggiorno/>. Non-EU student Fees: for a 6-months-stay in Italy: € 71; for a 1-year-stay in Italy: € 120. Please note that this insurance covers **only major emergencies** but will be enough in order to apply for your Italian Residence Permit. Alternatively, a **private health insurance** can be bought contacting the following agencies: **Expat**: [www.expatsinsurance.eu](http://www.expatsinsurance.eu)  
**Global Assistance Allianz**: [www.allianz-assistance.it](http://www.allianz-assistance.it)  
**Europassistance**: [www.europassistance.it](http://www.europassistance.it)

If you intend to obtain a **more comprehensive health cover** and have your own family doctor for the period of your studies, you will have to go to the Local Health Care Provider (Azienda Sanitaria Locale - ASL) to register for the Italian National Health Service (Servizio Sanitario Nazionale - SSN). You will need the following documents:

- enrolment certificate,
- passport,
- Italian individual tax number,
- residence permit or receipt certifying you have applied for the permit.

Further, if you have a grant:

- letter confirming you are in receipt of a grant.

The amount you have to pay to register for health care is:

- **€ 149.77 for students without any dependent family members and without any income apart from grants or subsidies paid by the Italian authorities (e.g. from the Italian government);**
- **or € 387.34 euro for students with dependent family members;**
- **or, if you have an income which does not come from a grant (earned in Italy or abroad), 7.5% of that income (minimum charge will be € 387.34).**

# REGISTRATION AND RESIDENCE PERMIT

These amounts are **valid for one year** (1 January to 31 December), are not divisible and are not retroactive. You are only covered for the period of validity of your residence permit.

## EU CITIZENS

### Tax Code "Codice fiscale" - "Steuernummer"

It is crucial to apply for a "Codice Fiscale" upon your arrival in Bolzano. This will enable you to request the Public Transport Pass, open a bank account and may prove beneficial for other regional services.

To obtain an Italian tax code, you need to contact the Inland Revenue office in Bolzano at Piazza G. Ambrosoli, 24. Please be aware that you might be given an appointment as late as 2 or 4 weeks after the request. For further information on the required documents you can consult the following webpage: <https://www.agenziaentrate.gov.it/portale/web/english/nse/individuals/tax-identification-number-for-foreign-citizens>

### Bank Account Opening

To open a bank account, you will need the following:

- copy of your passport;
- residence permit/receipt from the Post Office (non-EU citizens);
- certificate of enrolment or self-declaration (you have to ask the Student Secretariat for the certificate of enrolment. For the latter you need 2 revenue adhesives of 16.00 €, or you can ask if your Student Card is enough);
- Italian tax code

## NON-EU CITIZENS

The residence permit is the document issued by the Questura (Italian police headquarters) which entitles you to stay in Italy for a determined period of time. Non-EU citizens must apply for a Permesso di soggiorno (residence permit) within 8 working days from their arrival into the Schengen area.

**STEP 1:** Once you have arrived in Bozen/Bolzano, go to a post office to obtain a residence permit application form and then ask for an appointment at the international relations office of unibz to fill out the form together.

Please make sure to take along the following:

- 1 duty stamp worth € 16 (can only be purchased in Italy);
- Copies of your passport: copies of the pages containing your personal details and the entry visa and stamp and the copies of any other pages with visas and entry and exit stamps;
- enrolment certificate from unibz (will be sent to you by the international relations office);

- a copy of the health and accident insurance policy or of your registration with the National Health Service (SSN);
- documents proving your accommodation in Italy. (housing contract or declaration signed by the owner)

**WARNING:** Do not seal the envelope!

**STEP 2:** You must hand in the open envelope containing the above-mentioned documents personally at one of the authorised Post Offices displaying a document certifying your identity. The whole procedure costs approximately €137.50.

**STEP 3:** You will receive a receipt from the Post Office, which you must keep with you and always display along with your passport. This document is valid as a "temporary residence permit". This receipt will also allow you to keep track of the status of your procedure through the user ID and password that are indicated on it by consulting the following website: [questure.poliziadistato.it](http://questure.poliziadistato.it). In order to be permitted to travel outside Italy you need a final residence permit; the receipt of the post office is not sufficient.

**STEP 4:** On the receipt, you will find the date and time of your appointment at the **Questura** (police headquarters) and your fingerprint will be taken.  
**Do not miss this appointment!**

On that day, you will have to bring:

- your passport and visa (original documents);
- the appointment letter (received at the Post Office);
- the postal receipts (received at the Post Office);
- 4 passport-sized photographs against light background;
- 1 copy of the documentation you put in the envelope at the Post Office

**STEP 5:** Keep track of the status of your residence permit procedure visiting the webpage: [questure.poliziadistato.it/stranieri](http://questure.poliziadistato.it/stranieri) Once it has terminated go to the Questura and ask for your residence permit. Our student helpers/buddies will accompany you to the Questura upon request.

## RENEWAL

Do not forget to renew your residence permit **in time!** Do not wait for its expiry date, but apply for its renewal **at least 30 days in advance**. You must follow the same procedure as for the first issuing, but for the first renewal, you must certify by means of an exam certificate **the passing of at least one exam**. As from the second renewal, you must pass at least two exams. According to the Italian law, you can apply for the renewal of the residence permit **until the 3rd year after the normal length of the studies**; further renewals are not allowed.

# ACADEMIC MATTERS

## TEACHING OFFER

Here you can find the list of the current **available courses**: [www.unibz.it/en/applicants/course-offering](http://www.unibz.it/en/applicants/course-offering)

### Course Enrolment and Learning Agreement

In your first days at unibz, you will attend a meeting with your Faculty where you will get detailed and important information regarding the enrolment procedure for courses and exams. Thereafter, you will be able to register online for the selected courses.

**WARNING:** Please note that without enrolling in a course, you cannot register for exams and without exam enrolment, you cannot sit them.

For **questions related to courses and exams** as well as for the signature of your Learning Agreement please contact:

→ **Faculty of Agricultural, Environmental and Food Sciences**

Francesca Galeotti: [francesca.galeotti@unibz.it](mailto:francesca.galeotti@unibz.it)  
+39 0471 017033

→ **Faculty of Design and Art**

Elena Ghizzo [elena.ghizzo@unibz.it](mailto:elena.ghizzo@unibz.it)  
+39 0471 015 004

→ **Faculty of Economics and Management** (Bozen-Bolzano Campus)

Loris Vigna: [ECO\\_BZ\\_IncomingMobility@unibz.it](mailto:ECO_BZ_IncomingMobility@unibz.it)  
+39 0474 013600

→ **Bachelor in Tourism, Sport and Event Management** (Bruneck-Brunico Campus)

Manuela Feichter: [ECO\\_BK\\_ExchangeMobility@unibz.it](mailto:ECO_BK_ExchangeMobility@unibz.it)  
+39 0474 013 621

→ **Faculty of Education**

Ingo Ritsch: [ingo.ritsch@unibz.it](mailto:ingo.ritsch@unibz.it)  
+39 0472 014 007

→ **Faculty of Engineering**

Federica Cumer: [eng-exchange-programmes@unibz.it](mailto:eng-exchange-programmes@unibz.it)  
+39 0471 016000

## EXAM ENROLMENT

In order to be allowed to take any examination you have to register online. The language of the exam is the same as the language of the course. Exam enrolment takes place on My **Scientific Network**: [my.scientificnet.org](http://my.scientificnet.org). Here, you will also find some guidelines for enrolment. Your Faculty Secretariat will inform you via email when the exam session opens.

### When do I enrol for exams?

→ **Faculty of Agricultural, Food and Mountain Environmental Sciences**

Enrolment for exams (or cancellation of the enrolment) must happen by three days before the date of the exam (including Sundays and public holidays, excluding the

day of the exam). For example: if the exam takes place on a Friday, you can enrol up until 23:59 of the Monday before.

→ **Faculty of Design and Art**

Enrolment for exams (or cancellation of the enrolment) must happen by three days (excluding Sundays and public holidays and excluding the day of the exam) before the date of the exam. For example: if the exam takes place on a Friday, you can enrol up until 23:59 of the Monday before. If the exam takes place on a Monday, you can enrol only until 23:59 of the Wednesday before.

→ **Faculty of Economics and Management**

Enrolment for exams (or cancellation of the enrolment) must happen by five days before the date of the exam (including Sundays and public holidays, excluding the day of the exam). For example: if the exam takes place on a Friday, you can enrol up until 23:59 of the Sunday before.

→ **Faculty of Education**

Enrolment for exams (or cancellation of the enrolment) must happen by three days (excluding Sundays and public holidays and excluding the day of the exam) before the date of the exam. For example: if the exam takes place on a Friday, you can enrol up until 23:59 of the Monday before. If the exam takes place on a Monday, you can enrol only until 23:59 of the Wednesday before.

→ **Faculty of Engineering**

Enrolment for exams (or cancellation of the enrolment) must happen by three days before the date of the exam (excluding Sundays and public holidays and excluding the day of the exam). For example: if the exam takes place on a Friday, you can enrol up until 23:59 of the Monday before. If the exam takes place on a Monday, you can enrol only until 23:59 of the Wednesday before.

## GRADING SYSTEM, ASSESSMENT AND ACADEMIC RECOGNITION

unibz has adopted **ECTS** as an accumulation system. The workload refers to the **notion of time** that it might take an average student to complete the required learning outcomes. ECTS are used **as recognition for study periods abroad**; 60 credits measure the workload of a full-time student during one academic year. The student workload for a full-time study programme in Europe amounts in most cases to **36/40 weeks per year** and **1 credit is equivalent to 25-30 working hours**. 1 Italian Credit (CFU) = 25 working hours = 1 ECTS credit. The pass mark for examinations is **18 out of 30**, with **30 being the highest mark**. A very good performance is usually graded above 28. Outstanding exam outcomes are awarded with the label "**cum laude**".

### Transcripts of Records

This document is issued at the end of your exchange period in German, Italian and English and contains your personal data, the list of exams you have passed, with the date of the

# UNIVERSITY SERVICES

exam, the credits and the grades obtained (in a scale of 30). You will be able to request such document at the end of your exchange mobility through the Mobility Online portal.

## PRACTICALITIES

### Student Card

The Student Card is handed out after the Welcome Session (for Erasmus, Bilateral Agreement exchange and Free Mover students) or at the Student Secretariat (for Joint programme students).

The Student Card allows you to:

- **pay at the university canteen (Mensa), UniBar (in Bozen-Bolzano) and vending machines in Bozen- Bolzano and Brixen-Bressanone;**
- **borrow and return items from the library;**
- **photocopy and print;**
- **access the university campus from the back entrance of the buildings C, E and F (in Bozen-Bolzano);**
- **access rooms reserved to your Faculty.**

This card serves also as **proof of identity** (do not forget to take it along when taking exams!) and can be recharged with cash at the machines (in Bozen-Bolzano on the left of the canteen entrance; in Brixen-Bressanone close to the reception desk; in Bruneck-Brunico in the entrance hall). Lost, damaged or broken Student Cards can be **replaced** by the Student Secretariat.

### Student Portal

**MySNS** is the university portal. From this portal you can enrol in your exams, check your past exams and your personal updated course timetable. You can access it here: [my.scientificnet.org](http://my.scientificnet.org)

### Computer Rooms, Mailbox and Internet

Computer rooms (in Bozen-Bolzano and Brixen-Bressanone) are located in the libraries. Credentials for access are provided at the Welcome Session (for Erasmus, Bilateral Agreement and Free Mover exchange students). With the university account you are allowed to use university **computers**, have access to your university **mailbox**; use **Intranet services** and the **wireless network**. Mailbox and intranet services can be accessed also remotely. If you have a personal notebook you are advised to install an access connection to the **wireless network** (ScientificNetworkSouthTyrol) in all areas of the campus. It will allow you to connect to printers on the server and to surf the web. Detailed **handbooks** are available for instructions on how to setup up the wireless connection etc. at [digitalservices.scientificnet.org](http://digitalservices.scientificnet.org). To remotely access your **unibz e-mail**: [portal.office.com](http://portal.office.com).

### Printing

In order to print, you need to install **IneproPrinter**. You can find how to do that here: <https://scientificnet>.

[sharepoint.com/sites/Printer/SitePages/Installation-Windows-Students.aspx?web=1](http://sharepoint.com/sites/Printer/SitePages/Installation-Windows-Students.aspx?web=1). After the installation, you will only need to swipe your student card on the card reader close to the printer.

## STUDYING

### University Library

Libraries at all three campuses have reading rooms and areas, as well as group and single study rooms, computers, photocopy machines, printers, CD-burners and scanners. Students, teaching and administrative staff can access the services of the library with their cards. They offer:

→ **Electronic books and hard copies**

They can be found in Primo **online catalogue** [primo.unibz.it](http://primo.unibz.it). In addition, the library offers a local lending service as well as an interlibrary loan service, user training and a reference service.

→ **The Reserve Collection**

is used by many lecturers to publish their **course material**, e.g. slides, handouts, homework, student grades, and text books. Access the **reserve collection** by visiting the university website: [rc.unibz.it](http://rc.unibz.it). Some lecturers prefer to use the Open Learning Environment (OLE): [ole.unibz.it](http://ole.unibz.it).

### Language Courses at the Language Centre

The Language Centre offers non-credit **language courses**, international language **certifications** and individual **counselling** about language learning (due to organisational reasons, exchange students cannot attend intensive language courses held in September.)

## TAKING A BREAK

### UniBar

The **campus bar** in Bozen-Bolzano gives you a **20% discount** when you pay with your student card.

# LIFE BEYOND ACADEMICS

## University Canteens

The university canteens in Bozen-Bolzano and Brixen-Bressanone offer seven different menus at a very modest price. You can choose between a first course with two side dishes (€ 2,98), a second course with two side dishes (€ 3,70), a first and second course with two side dishes (€ 4,42), with small salad and dessert/fruit. You also have the possibility to choose the “Pizza Menu” consisting of a pizza with salad or a dessert/fruit (€ 3,70). Drinks and bread are included in the price.

### → Bozen-Bolzano campus

Monday-Saturday 11:30 – 14:30

Monday-Friday 18:30 – 20:30 (closed during the summer)

On the ground floor of the A building next to the main entrance and the UniBar

### → Brixen-Bressanone campus

Monday- Saturday 11:45 – 14:00

Basement of the main university building

### → Bruneck-Brunico campus

Monday-Friday 11:30 – 12:30

Ursulinenmensa-Mensa delle Orsoline,

Parco Tschurtschenthaler-Park 1, Bruneck-Brunico

## STUDENT ASSOCIATIONS

### Exchange Students unibz

Exchange Students unibz is a non-profit student association since 2014. It offers help in the academic, social and practical integration process. This is mainly done through activities which include support in finding accommodation, cultural and social events such as trips to various places within the country, film nights, language projects and last, but not least, parties. Get in touch with them!

<https://www.facebook.com/esnbolzano/>

[https://www.instagram.com/exchangestudents\\_unibz/](https://www.instagram.com/exchangestudents_unibz/)

### → Bozen-Bolzano campus

[exchangestudents@unibz.it](mailto:exchangestudents@unibz.it)

### k!kero

(from the Latin author “Cicero”) was established in 2000 with the purpose to **involve students and citizens in cultural projects and events**. It is as well a space for student to share ideas. If you are willing to live the k!kero life, you are very welcome to come and join! Let’s make unibz a place to enjoy studying while having fun together!

### → Bozen-Bolzano campus

Universitätsplatz 1 Piazza Università (Office C5)

[kikero@unibz.it](mailto:kikero@unibz.it)

## SCUB

Since 2001 when it was founded, the “Sports Club University Bolzano” has been organizing **sports events** for students providing an alternative to classrooms. Events are designed to be fun and aim at bringing students closer to the world of sport. The offer is very diverse ranging from a chess club, to a fitness club and a rock-climbing course. As well as the regular training of the football teams (male and female), volleyball and basketball teams, cheerleading, tennis, beach volleyball, karate, swimming, capoeira and badminton, S.C.U.B. organizes **trekking trips in the mountains of Trentino-Alto Adige** and further afield, providing the appropriate equipment when needed. Each year S.C.U.B. takes part in various **international university tournaments**, where the Free University of Bozen-Bolzano competes with other European institutions. Every year SCUB organizes the “**Snowdays**”, a snowsports event that is open to national and international university students.

### → Bozen-Bolzano campus

Piazza Università 1 (office C5)

[scub@unibz.it](mailto:scub@unibz.it)

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

## UniParty

Lectures and library are not all that there is at unibz: after long sessions on the books, it’s finally time to hang out with friends for a party! The UniParty Team provides **weekly itinerant parties all around the city** - every Thursday evening a different theme, music and situation await you for a great opportunity to spend time with your friends!

### → Bozen-Bolzano campus

Piazza Università 1 (office C5), Bozen-Bolzano

[uni-party@unibz.it](mailto:uni-party@unibz.it)

[www.facebook.com/unipartybzofficial](http://www.facebook.com/unipartybzofficial)

## Talia Unilife

It is the first student association in Brixen-Bressanone and was founded 2013 with the goal of supporting the idea of Campus Life: a **multilingual university community operating in different contexts**. Its main activity is the **choir**: choir-practice, exchanges with international and national choirs. Talia also collaborates with UniParty and has planned some activities such as the university paper and cineforum.

### → Brixen-Bressanone campus

[www.facebook.com/taliaunilife](http://www.facebook.com/taliaunilife)

## FREE TIME AND LEISURE

Bozen-Bolzano, Brixen-Bressanone and Bruneck-Brunico are ideal places for studying and enjoy the time between examinations and classes. The surroundings offer a large and diversified range of indoor and outdoor activities.

## Bozen-Bolzano

Bozen-Bolzano has around 100,000 inhabitants, mainly divided between the **three language groups** present in South Tyrol: German, Italian and Ladin. In the whole of South Tyrol the German-speaking group makes up about 68% of the local population, the Italian group about 27% and the Ladin group about 4%. In the city of Bozen-Bolzano the proportions are almost the opposite with about 73% of the population belonging to the Italian-speaking group, compared with only 27% who belong to the German-speaking group (the Ladin group in the city is only 0.79%).

The city dates back to Roman times. In the Middle Ages it became a **commercial crossroads** and an important **trading center** across the Alps, thanks also to its geographical location. In the last two centuries it was part of the Austrian empire first, and then it became part of Italy, creating a **cultural mix of Italian and German cultures**. Bozen-Bolzano is also famous for the magical atmosphere that spreads across the city during Christmas time.

The most popular activities in the city and the surroundings include **jogging** along the banks of the river Talfer-Talvera, **walking** to Jenesien-S. Genesio and to the nearby Schlern-Sciliar plateau, **excursions** and **mountain climbing** in the Dolomites, **swimming** in the numerous nearby lakes and, last but not least, **skiing** and **snowboarding** in the surrounding ski areas. Here some tips for a day excursion, for little money and with public transports.

## Brixen-Bressanone

Brixen-Bressanone, a bishop’s residence, is distinguished by its **medieval Gothic architecture**. Since the end of the Second World War Brixen-Bressanone has experienced an economic growth spurt while consolidating its artistic and cultural vocation. Students who come to study here will find a **calm, comfortably-sized** town of about 18,000 inhabitants, free of traffic problems. The medieval alleys and the wealth of historical references are an ideal starting point for excursions into the countryside and for practicing a wide variety of sports and leisure activities. Leaving directly from the town centre, students can set off on their bikes or on foot for **excursions into the surrounding hills and mountains**; a good example of a nice place for hikes and bike rides is the **Plose mountain**, easily accessible by public transport.

## Bruneck-Brunico

The town of Bruneck-Brunico, with approximately 14,000 inhabitants, is the most important town in the Pustertal-Pustertal Valley. In Bruneck-Brunico and in the outlying villages, there are very many **modern tourist facilities**, as well as numerous restaurants and bars. The heart of the area’s winter tourism is the local **Kronplatz-Plan de Corones** mountain which soars 2,275 meters above the town. Over the last ten years, Bruneck-Brunico has also developed as an important **centre for art and culture**. Initiatives in the cultural

sector include exhibitions of famous artists, theatre festivals and concerts, as well as a variety of cultural projects and shows conceived and organized by young local artists. Bruneck-Brunico offers ideal conditions for **practicing sport every season of the year**. In winter, skiing and snowboarding are almost obligatory, especially in the area served by the excellent ski facilities of Kronplatz/Plan de Corones, otherwise one can take up cross-country skiing, ice skating or ice hockey.

## More Highlights of the Area

### → Puez-Geisler Nature Park

Suggestive natural park located between Val Gardena and Alta Badia. Perfect in the summer time for fresh air and amazing landscape.

### → Messner Mountain Museum

The two museums are hosted in two enchanting castles in the Bozen-Bolzano area. They are about the mountain, each one focusing on a different aspect of it.

### → Ritten-Renon Gondola

In only 12 minutes you reach Oberbozen-Soprabolzano from the town of Bozen-Bolzano. Departures every 4 minutes.

### → Carezza and Monticolo Lakes

Two very beautiful lakes not far from Bozen-Bolzano and surrounded by mountains. You can easily reach them using the public transport.

### → Runkelstein-Roncolo Castle

Famous for the largest cycle of secular frescoes dating back to the Middle Ages. Easily reachable via shuttle bus, public transport and by foot (40 minutes from Walther square).

## COST OF LIVING

A student’s average budget will have to consider the following general expenses. All amounts, which are only approximate, are expressed in Euros from a minimum up to a maximum. Generally speaking, it is **highly recommended** that you can count on an amount of € 600/700 per month.

## Basics

→ **Clothing: shoes € 50/pair, jeans € 40-70/pair, sweater € 40-60**

→ **A mobile phone: € 50-400; monthly and pay-as-you-go plans: € 10-40 (e.g. of Italian providers: TIM, Vodafone, Wind, Tre, PosteMobile)**

→ **A laptop: € 400-1,000**

## Free Time

→ **A movie ticket: € 8.50; an 8-entrance card: € 50.**

→ **A museum ticket: € 4-10 (students can get in for free at Museion, the art museum of Bozen-Bolzano)**

→ **A theatre/concert ticket: € 15-50**

→ **A gym membership: € 60-100/month**

→ **A skipass during skiing season: €15-50/day**

→ **A swimming pool entrance ticket: €3.50 for students up to 26 years (€ 5.50 for adults); 12-entrance card € 35 for students up to 26 years (€ 55.00 for**

- adults); season ticket €155,00 for students up to 26 years
- SCUB membership (of the Sport Club University of Bozen-Bolzano): € 15/year (it will grant you the right to special prices for gym courses, entrance to swimming-pools and tennis courts, etc.)

#### Breakfast and Meals

A typical Italian **breakfast** (a sweet pastry and a coffee) costs around € 2.50 in a bar. Some bars in Bozen-Bolzano also offer student discounts. Meals at the university canteens (lunch time and dinner time) will cost you approximately € 250 per month (for more info see “[Taking a Break](#)”, page 9); a meal in a medium-priced restaurant/pizzeria: € 15-30.

#### Getting your Shopping done

- Milk: € 1.20/Litre
- Bread: € 4.50/Kilo
- Butter: € 1.70/250 gr.
- Beef: € 9.00/19.00/Kilo
- Chicken: € 8.00/10.00/Kilo
- Rice: € 1.70/2.50/Kilo
- Pasta: € 0.80/1.20/Kilo
- Bottled water: € 0.50/0.80/Litre

#### Accommodation and Transport

- A student home or a housing rent: € 580; a place in a residency hall: € 300 per month (see “[Accommodation](#)” on page 5)
- € 1.50 for a single bus ticket (valid for one ride), yearly transport pass € 150 (see also the next chapter “How to get around”).

#### At your Arrival (for non-EU Students)

- Residence Permit application: aprox. from € 153.50 to 173.50 (depending on the duration of your stay) + the cost of the health insurance.
- Health insurance: aprox. € 149.77 (per solar year) for the enrolment to the Italian Health System or € 71.00 (6 months)/€ 120.00 (12 months) for the enrolment to the Welcome Association Italy “W.A.I.” Insurance.

## HOW TO GET AROUND

#### By Bike

In Bozen-Bolzano, the most efficient and fastest way to move from one place to another is the bike, as there is a **great cycle lane network** and all places are close by bike. If you do not have a bike you can rent one (Bahnhofsallee-Viale della Stazione, in front of Waltherplatz-Piazza Walther). Bikes can be rented between April and October at a price of € 1 for the first 6 hours, € 3 for a whole day and 5 €/day if you want to keep it more than one day (deposit 10 €).

#### By Public Transport

A **city bus** ride will cost you € 1.50. The price is the same for the entire city area (there are no zones) except if you use certain lines (e.g. lines 110, 111, 112, 201) which go outside the city. The tickets can be bought on the bus (with coins). It is cheaper to buy a daily ticket for € 3 (Tagesticket Stadtbereich/biglietto giornaliero urbano) if you want to take the bus more than twice a day. You can also buy a **Prepaid Card** (Wertkarte/Carta Valore) for € 10/25/50 where you pay € 0.12 per kilometer. Those tickets can be used for **both bus and train rides** that go outside the city in the whole region of South Tyrol. Also very important: **do not forget to validate regular train tickets** (otherwise they are not valid and you will be fined!).

#### Südtirol-Alto Adige Pass ABO+

It is the best option to move around during your stay: a **prepaid pass** that costs € 150 and allows you to use **public transport services in South Tyrol** (excluding EC and high-speed trains) one year from the date of issue. Since you are not resident in South Tyrol, you will have to declare that you are attending university. You can request it online: <https://www.mobilitaaltoadige.info/de/tickets/suedtirol-pass-abo-plus> (the form is only in Italian or German and you need your Italian tax code).

## CHECK LIST

These are useful things to do upon your arrival, during your stay and at the end of your exchange period.

#### During your first Week at unibz

- Attend the **Welcome & Orientation Session**
- Get your **Student Card (Erasmus+/Bilateral/Free Mover students after the Welcome Session; joint programme students at the Student Secretariat)**
- Confirm your arrival (if requested) at the **Infopoint (A1) of the International Relations Office**
- Attend the meeting with your exchange coordinator and the administration staff of your Faculty

#### Extra Things to do for non-EU Citizens

As a non-European Union citizen, you must apply for the Italian residence permit (“Permesso di soggiorno”) within 8 working days from your arrival in the Schengen area. The International Relations Office will help you with the application procedure. **PLEASE NOTE:** it is your responsibility to ensure you have the correct visa required to study or for placement.

In order to submit the application for the residence permit you have to deliver the following documents you should prepare before your arrival:

- 1 **duty stamp worth € 16** (can only be purchased in Italy);
- Copies of your passport: copies of the pages containing your personal details and the entry visa and stamp and the copies of any other pages with visas and entry and exit stamps;
- enrolment certificate from unibz (will be sent to you by the international relations office);
- a copy of the health and accident insurance policy or of your registration with the National Health Service (SSN);
- documents proving your accommodation in Italy.

#### During the Exam Session

- Exam Exam enrolment online (at the latest 3 or 5 days before the day of the exam depending on your faculty)

#### Before leaving unibz

- Maximum three days before leaving ask for a confirmation of departure, if needed, addressing the Infopoint (A1) of the International Relations Office
- Submit this **Google Form** to request your TOR after you’ve checked that all your results have been registered: [goo.gl/forms/FcxqU37dgrCGUHot2](https://goo.gl/forms/FcxqU37dgrCGUHot2)

**PLEASE MIND THAT:** The International Relations Office will send your digital transcript of records along with any certification from the Language Centre by e-mail to your home institution once all the exams you have taken and passed will have been registered (from that date after max. 5 weeks).

# SERVICES AND USEFUL ADDRESSES

## UNIBZ SERVICES

### International Relations

Universitätsplatz 1 - piazza Università, 1  
39100 Bozen-Bolzano  
Tel.: +39 0471 012 500  
Fax: +39 0471 012 509  
e-mail: [international.relations@unibz.it](mailto:international.relations@unibz.it)

### Infopoint Bozen-Bolzano:

Universitätsplatz 1 - piazza Università, 1  
Mon 14:00 – 16:00  
Tue, Thu 10:00 – 12:30

### Advisory Service

Universitätsplatz 1 - piazza Università, 1  
39100 Bozen-Bolzano  
Tel.: +39 0471 012 100  
Fax: +39 0471 012 109  
e-mail: [study@unibz.it](mailto:study@unibz.it)

### Infopoint Bozen-Bolzano

Universitätsplatz 1 - piazza Università, 1  
Wed, Fri 10:00 - 12:30  
Tue, Thu 14:00 - 16:00

### Student Secretariat Bozen-Bolzano

Universitätsplatz 1-piazza Università, 1  
39100 Bozen - Bolzano  
Tel.: +39 0471 012 200  
Fax: +39 0471 012 209  
e-mail: [studsec@unibz.it](mailto:studsec@unibz.it)

### Opening Hours:

Mon, Wed, Fri 10:00 - 12:00  
Tue, Thu 14:00 - 16:00

### Student Secretariat Brixen-Bressanone

Regensburger Allee 16 - viale Ratisbona, 16  
39042 Brixen-Bressanone  
Tel.: +39 0472 012 200  
Fax: +39 0472 012 209  
e-mail: [studsecBX@unibz.it](mailto:studsecBX@unibz.it)

### Opening Hours:

Mon, Wed, Fri 10:00 - 12:00  
Tue, Thu 14:00 - 16:00

### Secretariat at the Bruneck-Brunico Campus Bachelor in Tourism, Sport, and Event Management

Universitätsplatz 1 - piazzetta Università, 1  
39031 Bruneck-Brunico  
Tel.: +39 0474 013 600  
Fax: +39 0474 013 609  
e-mail: [tourism@unibz.it](mailto:tourism@unibz.it)

### Opening Hours:

Mon, Wed, Fri 10:00 - 12:00  
Tue, Thu 14:00 - 16:00

### Language Centre

Universitätsplatz 1 - piazza Università, 1  
39100 Bozen-Bolzano  
Tel.: +39 0471 012 400  
Fax: +39 0471 012 409  
e-mail: [language.centre@unibz.it](mailto:language.centre@unibz.it)

### Infopoint Bozen-Bolzano:

Universitätsplatz 1 - piazza Università, 1  
Wed, Fri 10:00 - 12:30  
Tue, Thu 14:00 - 16:00

### Infopoint Brixen-Bressanone [2.12]:

Regensburger Allee 16 - viale Ratisbona, 16  
Thu 10:00-12:00 on request

## LOCAL SERVICES

### → Italian Tax Number Internal Revenue Service

Agentur der Einnahmen - Agenzia delle Entrate

### Opening Hours:

in **Bozen-Bolzano**  
G. Ambrosoli-Platz 24 - piazza G. Ambrosoli, 24  
Tel.: +39 0471 194 5111

Mon, Thu 8:30-15:30  
Tue, Wed, Fri 8:30-13:00  
(August: 8:30-13:00)

in **Brixen-Bressanone**  
Vittorio-Veneto-Str. 67 - via Vittorio Veneto, 67  
Tel. +39 0472 824 611

Mon - Fri 8:15-13:00  
Mon and Wed 14:00-15:30  
(August: 8:15-13:00)

in **Bruneck-Brunico**  
Graben 7 - Bastioni, 7  
39031 Bruneck-Brunico  
Tel. +39 0474 572 411

Mon - Fri 8:15-13:00  
Mon and Wed 14:00-15:30  
(August: 8:15-13:00)

### → Residence Permit Bolzano Police Headquarter

Quästur Bozen - Amt für Einwanderung  
Questura di Bolzano - Polizia dell'Immigrazione

### Opening Hours:

in **Bozen-Bolzano**  
Palatucci-Str. 1 - largo Palatucci, 1  
Tel. +39 0471 947 611

Mon - Fr 8:30-12:00  
Thu 15:00-17:00  
(only to collect permits that are ready)

in **Brixen-Bressanone and Bruneck-Brunico**  
Police Station Brixen-Bressanone  
Vittorio-Veneto-Str. 13 - via Vittorio Veneto, 13  
Tel. +39 0472 271 611

Mon - Fr 8:30-12:00  
Thu 15:00-17:00

### → Health Care South Tyrolean Health System and Authorities [www.asdaa.it](http://www.asdaa.it)

### Opening Hours:

in **Bozen-Bolzano**  
W.-A.-Loew-Cadonna-Platz 12 -  
piazza W. A. Loew Cadonna, 12  
Tel. +39 0471 909 113 or +39 840 002 211

Mon - Fri 8:00-12:30  
Thu also 14:30-16:30

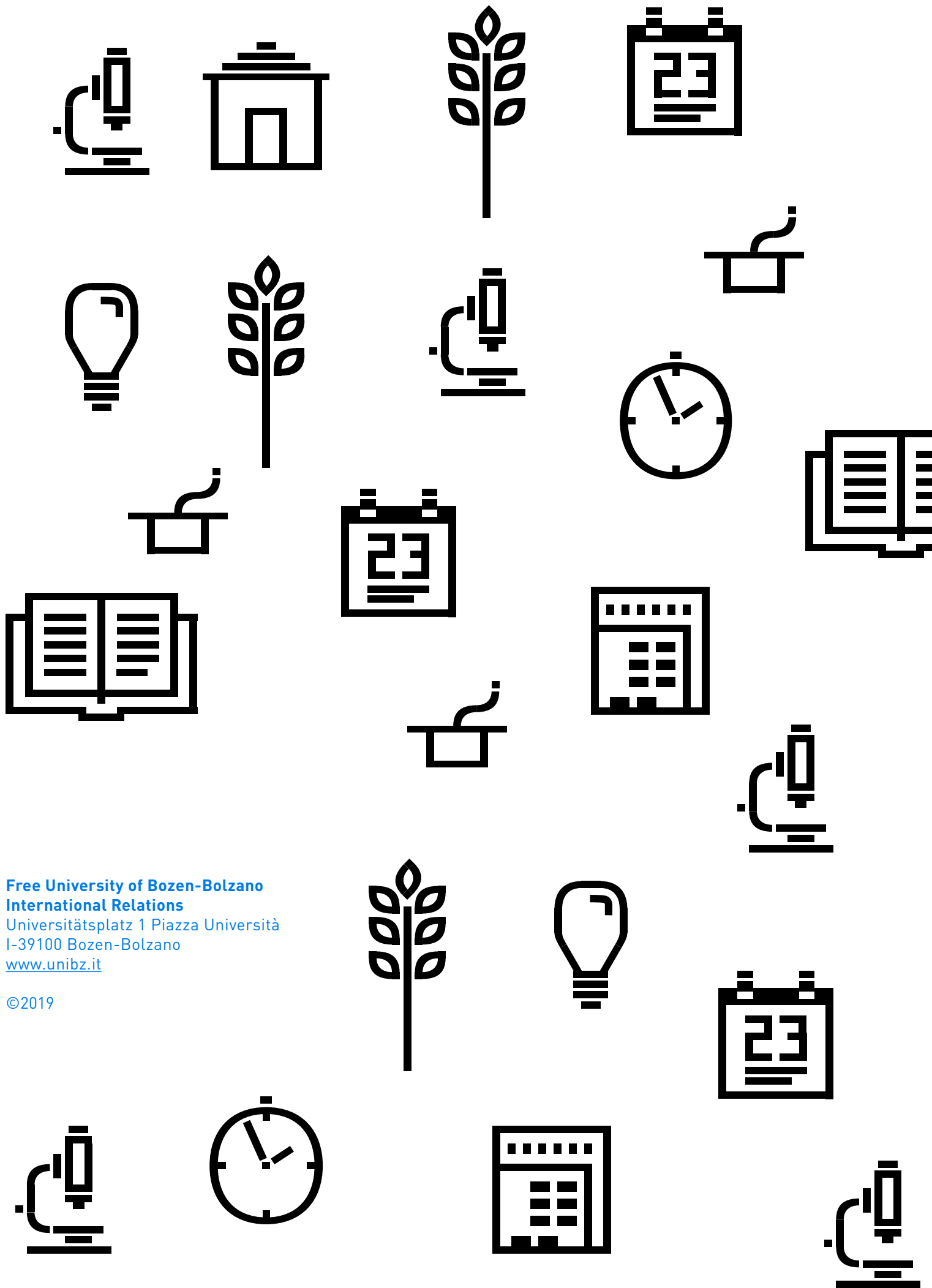
in **Brixen-Bressanone**  
Romstraße 7 - via Roma, 7  
Tel. +39 0472 836 145

Mon 8:00-12:00  
Tue, Wed 9:00-12:00  
Thu 10:00-18:00  
Fr 8:00-11:00

in **Bruneck-Brunico**  
Paternsteig 3 - vicolo dei Frati, 3  
Tel.: +39 0474 586 506

Mon - Fri 8:00-12:45  
Mon also 13:45-16:00





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