SCHOOL OF ENGINEERING AND ARCHITECTURE – CAMPUS OF FORLI’

Admission procedure for the Two-Year Master’s Degree Programme
(Laurea Magistrale)
with restricted access in
AEROSPACE ENGINEERING / INGEGNERIA AEROSPAZIALE
Course Class LM-20 - Aerospace and Astronautical Engineering
(code 8769)
www.unibo.it/AerospaceEngineering

Entry for the academic year 2017-2018

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GENERAL INFORMATION

WHOM THE CALL FOR APPLICATIONS IS ADDRESSED TO

This call for applications addresses those who wish to enrol on Master’s Degree Programme (Laurea Magistrale) in Aerospace Engineering / Ingegneria aerospaziale, course class LM-20 - Aerospatial and Astronautic Engineering.

The Master in Aerospace Engineering is an international second cycle degree programme, where course units, exams and all other teaching activities are delivered in English.

Information about the degree programme (regulations, admission requirements, study plan, expected learning outcomes, contacts, etc.) can be found at:

[www.unibo.it/AerospaceEngineering](http://www.unibo.it/AerospaceEngineering)

WHO MUST APPLY FOR THE ADMISSION PROCEDURE

All students interested in enrolling (including those students who come from a different university, transfer from a different degree of the University of Bologna or from a previous degree in Aerospace Engineering of the ex-Engineering Faculty in the Campus of Cesena – Forlì Campus running under the previous Italian University System, students who wish to have a previous master’s degree -obtained either in Italy or abroad -other than the degree Diploma required for the admission to the master’s degree in Aerospace Engineering recognised, students who have withdrawn from the degree or they have lost the student status, must apply for the admission procedure according to the methods described in the current Call for applications.

Candidates are exempt from the selection procedure and can directly proceed with the enrolment ONLY in case:
- they have withdrawn in the 2016-2017 academic year (from April 1st 2016 to September 28th 2017)
- they have lost the student status in the 2015-2016 academic year (March 31st 2017)

and in both cases were already enrolled in the same master’s degree of the University of Bologna (and under previous Italian university system).

In order to enrol, these students must contact the Student Administration Office in Forlì from July 26th to November 30th 2017 (no fines applied) and from December 1st to December 28th 2017 (fines apply).

Candidates are invited to consult the regulations about the loss of student status of the University of Bologna published on the University website at: [www.unibo.it/DecadenzaStudi](http://www.unibo.it/DecadenzaStudi).

DEADLINES TO MEET

Admission to the second cycle Degree Programme in Aerospace Engineering is regulated by a first selection process, which can possibly be followed by a second and a third selection process where the positions left open in the previous selection will be made available for the candidates.

Candidates will be able to participate only in one selection process.

Non-EU candidates residing abroad will be able to participate only in the first selection process.

The admission procedure consists of a qualification-based selection, with a possible interview only for candidates who do not hold the curricular requirements, according to the summary table below and detailed in the following articles of this call for applications.

All the deadlines indicated in the table below are MANDATORY. Failure to meet them will result in the rejection of your application and enrolment in the Degree programme, regardless of any reason.

**First selection process**

<table>
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<th>On-line application for the selection</th>
<th>From February 1st to March 24th 2017, h 16.00</th>
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<tr>
<td>Interview for candidates without curricular requirements</td>
<td>March 31st 2017 from h 9.30</td>
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</table>
### Final rankings / Starting date of enrolments for the admitted candidates
- April 06th, 2017, h 15.00

### Starting date for declaring interest in the clearing process
- May 15th, 2017

### Deadline for enrolment, transfer from other Universities or within the University of Bologna or optional transfer / Deadline for declaring interest in the clearing process
- May 22nd, 2017

### Posting of the available positions and list of admitted candidates through the clearing process / Starting date of enrolments for admitted candidates through the clearing process
- May 26th, 2017

### Deadline for communicating the withdrawal from the clearing process for candidates admitted to the clearing process
- June 1st, 2017

### Deadline for enrolment, transfer from other Universities or within the University of Bologna or optional transfer for the students admitted through the clearing process
- June 5th, 2017

### Deadline for gaining the Bachelor degree for students who enrolled without it
- December 28th, 2017

### Second (possible) selection process

#### Posting of the available positions and possible opening of the second selection process
- June 12th, 2017

#### On-line application for the selection
- By June 26th, 2017, h 16.00

#### Possible interview for candidates without curricular requirements
- June 29th, 2017 from h 9.30

#### Declaration of interest in the allocation at the bottom of the ranking list of the second selection process for the candidates deemed eligible who have not proceeded with enrolment or suitable in the first selection process
- By June 29th, 2017

#### Final rankings / Starting date of enrolments for admitted candidates
- July 5th, 2017, h 15.00

### Third (possible) selection process

#### Posting of the available positions and possible opening of the third selection process
- July 28th, 2017

#### On-line application for the selection
- By August 23rd, 2017, h 16.00

#### Possible interview for candidates without curricular requirements
- August 29th, 2017 from h 9.30

#### Declaration of interest in the allocation at the bottom of the ranking list of the third selection process for the candidates deemed eligible who have not proceeded with enrolment or suitable in the second and first selection process
- By August 29th, 2017

#### Final rankings / Starting date of enrolments for the admitted candidates / Starting date for declaring interest in the clearing process
- September 1st, 2017, h 15.00

#### Deadline for enrolment, transfer from other Universities or within the University of Bologna or optional transfer / Deadline for declaring interest in the clearing process
- October 13th, 2017

#### Posting of the available positions and list of admitted candidates through the clearing process / Starting date of enrolments for admitted candidates through the clearing process
- October 17th, 2017

#### Deadline for enrolment, transfer from other Universities or within the University of Bologna or optional transfer for the students admitted through the clearing process
- October 27th, 2017

#### Deadline for gaining the Bachelor degree for students who enrolled without it
- December 28th, 2017

### ADMISSION FEES AND TUITION FEES

Application to the admission procedure requires a 60.00 € fee (see art. 4 below).
Specific transfer fees are due by those who intend to transfer (or through an optional transfer) from another degree of the University of Bologna or from another University (see art. 6 below). The annual tuition fees are published yearly on the University website at the following page: www.unibo.it/TuitionFees

**STUDY GRANTS AND SUBSIDIES**

Information about scholarships, exemptions, personal loans and other economic benefits for international and Italian students are published on the University website at the following pages:

www.unibo.it/Admissions
www.unibo.it/StudyGrants

Information about economic benefits and fee exemptions or reductions are available in the Call for applications of the Regional Agency for the Right to Higher Education - ER.GO (publication scheduled in July 2017 in www.er-go.it).

In particular, before making the request, those candidates who plan to request the transfer from other degree programmes of this or another University or the optional transfer, should read carefully the ER.GO call 2017/2018 as their university career, after transferring to the arrival degree programme, will be assessed starting from the year of first enrolment at the University, regardless of credits recognized or the year of course assigned by the Degree Programme Board. This could be the cause of benefits loss.

The University of Bologna offers study grants to deserving international students who wish to enrol at the University for the a.y. 2017/2018 (UNIBO ACTION 2), assigned on the basis of the GRE test score in case a student wishes to enrol on a second-cycle degree course. The deadline for the online application submission is March 31st 2017 h 17.00; www.unibo.it/UniboAction2

**OFFICE AND CONTACT DETAILS**

For technical assistance on Studenti Online (e.g. username and password, completion of the on-line application procedure, technical errors) you can contact Studenti Online Helpdesk, by calling the phone number +39 051 2099882 or by sending an e-mail to help.studentionline@unibo.it.

For questions related to the current Call for applications, please contact Aerospace Engineering Programme Coordinator (Ms Giulia Chiadini) ph. +39 0543 374416; e-mail edlm ae@unibo.it; Skype: giulia.chiadini2.unibo

Student Administration Office (Segreteria studenti of Forlì): Padiglione Melandri, Piazzale Solieri 1, 47121 Forlì; ph. +39 0543 374809; fax +39 051 2086296; e-mail segforli@unibo.it ; website http://www.unibo.it/it/campus-forli/servizi-di-campus/segreteria-studenti

Opening Hours: Mon Fri 9.00-11.15; Tue 9.00-11.15 and 14.30-15.30; Wed 9.00-12.00; Thu 14.30-15.30

School of Engineering and Architecture – Forlì Campus and Degree Programme Secretariat (Segreteria didattica): Via Fontanelle 40, 47121 Forlì – ph. +39 0543 374401 – fax +39 0543 374477 - e-mail ingarc.vpce.segdidattica-fo@unibo.it ; School website http://www.ingegneriaarchitettura.unibo.it/it ; Degree Programme website www.unibo.it/AerospaceEngineering

Degree Programme Secretariat Opening Hours: Tue. Thu. 9.30 – 12.00 and 14.30 – 16.00; Mon. Fri. 9.30 – 12.00; Wed. 9.00-12.00

Contact details of other Campus services for students can be found at this page: http://www.unibo.it/it/campus-forli/servizi-di-campus

**PLEASE NOTE**

Possible news about modifications to the enrolment procedures will be communicated on Studenti Online webpage (www.studenti.unibo.it), whereas on the University website (www.unibo.it) news about office closures will be notified.
For academic year 2017/2018, the number of students that can be admitted to the Master's Degree in Aerospace Engineering is **50**:

- n. 35 places are reserved for Italian citizens, citizens of the European Union, or non-EU citizens with equivalent status (1)
- n. 13 places are reserved for Non-EU citizens residing abroad (2)
- n. 2 places are reserved for students joining the Erasmus Mundus Programme or other special programmes (3).

(1) For the purposes of this call for applications, **the following non-EU citizens have equivalent status to EU citizens**:

- citizens of Norway, Iceland, Liechtenstein, Switzerland and San Marino;
- non-EU citizens holding a “residence card” (“carta di soggiorno”) or an EC long-term residence permit or a permit to stay for reasons of work (either employed or self-employed), for family reasons, for political asylum, for humanitarian asylum or for religious reasons;
- non-EU citizens who have been legally residing for at least one year in possession of a degree obtained in Italy;
- non-EU citizens that are holders of diplomas from Italian schools abroad or foreign or international schools, working in Italy or abroad, subject to bilateral agreements or special regulations for the recognition of degrees and that satisfy the general conditions required for the entry for study;
- refugees and beneficiaries of subsidiary protection status;
- the staff of foreign diplomatic authorities and of international organisations located in Italy – accredited with the Italian Government or the Holy See – together with their dependant relatives, limited to spouses and children;
- candidates holding a valid permit of stay for study reasons who have already enrolled in a degree course of this or other universities, provided that they have been regularly residing in Italy for at least one year.

(2) The regulations for admission of **non-EU citizens residing abroad** (terms and procedure for the pre-enrolment application through the Italian Embassy/Consulate in the student's country of residence; access requirements for Italian Universities, etc) are established by the Italian Ministry of Education, University and Research and can be found on the website of the Ministry [http://www.studiare-in-italia.it/studentistranieri/](http://www.studiare-in-italia.it/studentistranieri/). For more information in English please visit the following website: [www.unibo.it/Admissions](http://www.unibo.it/Admissions).

**Please note:** In case of **double citizenship**, one of which is the Italian one, the Italian citizenship is prevailing and the candidate will be counted among the available places reserved for Italian citizens, citizens of the European Union, or non-EU citizens with equivalent status.

**Please note:** Non-EU citizens with a residence permit for study reasons who have **formally withdrawn from studies** in this or another University lose the requirements to stay in Italy with the consequent revocation of the permit of stay. These students will have to go back to their home countries and make the pre-enrolment application through the competent Italian Diplomatic Representatives within the deadlines jointly defined every year by Italian Ministry of Foreign Affairs, Ministry of Education, University and Research and Ministry of the Interior.

(3) The selection of candidates for the 2 positions reserved for students joining the Erasmus Mundus Programme and other special programmes may be carried out with a different schedule compared to the one of this Call for applications due to the different opening periods of the special programmes.

If the positions reserved for students joining the Erasmus Mundus Programme or other special programmes are not fully covered, they will be made available to non-EU citizens residing abroad.

If the positions reserved to non-EU citizens residing abroad are not fully covered, they will be made available to candidates who are citizens of the European Union, or to non-EU citizens with equivalent status, to the discretion of the evaluation board starting from the first selection procedure.
In the second possible selection process, admitted candidates of the European quota of the first selection procedure who have not proceeded to enroll according to the procedure outlined in art. 6 of this Call, so as the other suitable candidates of the same selection process and same quota, if there are still open positions in the European quota and upon their own request, can be placed at the bottom of the ranking list after the last suitable candidate for the second selection and according to their performance in the first selection process.

In the third possible selection process, admitted candidates of the second and first selection process who have not proceeded to enroll according to the procedure outlined in art. 6 of this Call, so as the other suitable candidates of the same selection process, if there are still open positions in the European quota and upon their own request, can be placed at the bottom of the ranking list after the last candidate admitted or suitable candidate or the last student of the clearing session of the third selection, and according to their performance in their selection process, giving priority to the most recent selection round.

For this purpose, admitted candidates who have not proceeded to enroll and suitable candidates of the same precedent selection round are invited to contact the Programme Coordinator via email at cdlm.ae@unibo.it to declare their interest in being placed at the bottom of the ranking list of the next possible selection process by June 29th 2017 for the second selection process and by August 29th 2017 for the third selection process. Only in case these students are placed in eligible positions for enrollment in the second or third ranking list, they can proceed to enroll by the deadline established in those selection rounds.

If during the first or possible second and third selection round all open positions are covered, the admitted candidate who has not enrolled by the deadline of that selection round loses any right to enroll.

2 – ADMISSION REQUIREMENTS

Considering that to profitably attend the Second Cycle Degree in Aerospace Engineering, course class LM-20, students must have acquired basic knowledge in mathematics, physics and engineering, for admission to the course it is necessary:

1) to hold:
   - a First Cycle Degree of any course class (or)
   - another five-year Laurea Degree running under the previous Italian University System (or)
   - another certificate of study obtained abroad that grants access to a second cycle degree in the issuing country.

   ➢ The candidate who does not hold a Bachelor Degree by the deadline of the online application for the selection process is admitted to the selection. In case the candidate is admitted in the ranking list, he/she may enrol by the deadlines of that selection round according to the procedure as per art. 6 and 7 of this Call of applications by paying the tuition fee. The requested degree, though, will have to be obtained by December 28th 2017.

2) the following curricular requirement:
   - a knowledge of English language of at least B2 Level, according to the Common European Framework of Reference for Languages (TOEFL computer-based of at least 213 points or TOEFL paper-based of at least 550 points or TOEFL Internet-based of at least 80 points; IELTS of at least 5.5 points; FCE – B; ISEE II Trinity College London; a B2 level certificate in English released by a University Language Centre). English mother-tongue applicants (in particular, nationals from the USA, U.K., Ireland, Australia, New Zealand and Canada) and applicants who obtained a Bachelor’s degree taught in English are exempt from the English language proficiency requirement.

   If the aforementioned curricular requirement is missing, a Committee appointed by the Council of the School will verify this entry requirement, on the basis of the candidate’s curriculum vitae and, if necessary, by means of interview also via Skype.

   The candidate who submit one of the abovementioned certificates issued more than 36 months before the selected selection process is exempt from attending the interview but will have to meet the requirements valid for those candidates without curricular requirements, as per art. 3 of this Call.

The interview (if necessary) is scheduled on:

| March 31st 2017 | in the first selection |
| June 29th 2017 | in the second (possible) selection |
| August 29th 2017 | in the third (possible) selection |
starting normally at 9.30 am at the premises of the School of Engineering and Architecture, via Fontanelle 40, Forlì, in the office of the programme Director or alternatively via Skype. Summon will be sent via e-mail a couple of days before the scheduled date.

If the Committee deems the candidate’s level of knowledge and skills suitable, the candidate will be admitted to the selection procedure.

The results of this preliminary assessment will be posted together with the final ranking (article 5 of the Call).

3) the **assessment of a suitable personal preparation**, based on basic knowledge in mathematics, physics and engineering, the academic curriculum (final grade or average grade of all exams passed up to the application for the selection), the reference letter and the statement of intents (in the application form).

Such assessment will be made on the basis of the documents submitted by the candidates (listed below in article 4 of this Call) at the same time as the selection for the restricted access. The assessment is deemed positive if the candidate achieve the requested minimum score in the selection (article 3 of the Call).

### 3 – SELECTION PROCEDURE AND EVALUATION CRITERIA

The Examining Committee, appointed by the Council of the School and composed of at least three permanent or substitute members, chosen among the teaching staff or the researchers of the Degree programme, will ensure the fairness of the procedure.

The selection test consists of a **qualification-based evaluation**: an **interview** may be necessary for candidates who do not hold the English language proficiency requirement.

Admission to the Master Degree Course in Aerospace Engineering, course class LM-20 will depend on the positive assessment of the documents sent by EU and non-EU candidates.

Candidates who do not hold the admission requirements outlined in the article 2, even after the interview, will be excluded from the admission to the Second Cycle Degree Programme.

The **Examining Committee can admit to the Master Degree Course those candidates who do not hold any of the language certificates required in articles 2 and 4 of this Call for applications if at the time of the selection are assessed as having a knowledge of English language that will allow them to profitably attend the Degree programme** (that means a sufficient level to correctly understand lectures and sit the exams in English). An English language certificate of at least B2 Level has to be obtained anyway **BY THE END OF THE FIRST YEAR OF ENROLMENT**. The same applies for those candidates who have obtained the English language certificate more than 36 months before the selection process.

For those candidates admitted to the master’s degree course without the required English certification, or for those who obtained the certificate more than 36 months before the selection procedure, a test could be organized at the **CLA - Language Centre of the University of Bologna, Forlì Campus**, in order to get a B2 English attestation; in that case, a notice will be published on the Degree Course website.

Assessment results will be expressed on a point-based system.

The maximum score is **100 points** and the minimum score for admission to the Master Degree Course in Aerospace Engineering is **60 out of 100**.

Applications will be evaluated as follows:

1) **academic curriculum** (marks/grades obtained for the Degree, together with the duration of the degree, the number and relevance of obtained degrees, the reference letter): **up to 60 points**, of which:
   a. up to 20 points for achieving the qualification within the official duration of the Degree Programme (grading identifier: A);
   b. up to 20 points for the final grade or the average grade of all exams passed until the application for the selection (grading identifier: B1 for applicants with a first level degree, B2 for applicants preparing for a first level degree);
   c. up to 10 points for study experiences and/or internships abroad and for other relevant experiences and qualifications (grading identifier: C);
   d. up to 10 points for the reference letter (grading identifier: D);

2) **up to 30 points** for the relationship of their Degree to the learning objectives and the professional profile of the Master Degree Course in Aerospace Engineering; when assigning the points, preference will be given to
qualifications obtained in the following disciplinary fields: Aerospace, Mechanical, Industrial, Electronic, Automation and Telecommunications Engineering, Physics and Mathematics (grading identifier: E);

3) up to 10 points for the statement of intents in the application form (quality of its content) (grading identifier: F).

In the case of equivalent score among the candidates, priority will be given to the candidate who obtained the highest score in the assessment of the academic curriculum. If, after this assessment, candidates still have an equivalent score, priority will be given to the youngest.

Please note: The selection will take place in any case, even if the number of applications received by the deadline established by the Call for each session is lower than or equal to the number of available positions. In fact, the selection has the purpose of assessing the candidates’ suitable personal preparation.

4 – APPLICATION FOR THE SELECTION PROCEDURE

In order to participate in one of the selection processes, candidates must apply for the selection procedure by the following mandatory deadlines:
March 24th 2017, h 16.00: first selection process,
June 26th 2017, h 16.00: second (possible) selection process,
August 23rd 2017, h 16.00: third (possible) selection process,

In order to apply for the selection it is necessary to:

1. Connect to Studenti Online on the website www.studenti.unibo.it by either logging in with User ID and Password already acquired, or, by logging in with the user ID and password that can be obtained by clicking on “Se non sei ancora registrato”;

2. Register by providing all required information. Non-Italian students who do not hold an Italian Tax ID (“codice fiscale”) can click on “International students registration” and follow the instructions for the creation of institutional User ID and Password credentials;

3. After the first access it is necessary to create a personal password. It is important to remember and keep the User ID and Password for all the duration of the university career as they will always be requested to access the personal profile at www.studenti.unibo.it;

4. click on “Entrance exams or requirements check” button and go ahead by selecting the degree “Aerospace Engineering” in “Second cycle degree programme” and the selection process, until the options of the payment section;

5. for the application to the selection procedure a fee payment of 60 € is needed. Such fee in not refundable in any case. Payment can be made exclusively through the methods indicated on the website www.studenti.unibo.it StudentiOnline.

6. download/print the application form;

7. attach the following documents in pdf format to the on-line application:
   a) Completed application form.
   b) Graduation certificate and list of exams passed with respective results:
      in case of a qualification obtained (or about to be obtained) from an Italian university, it is necessary to upload the self-certificate of the Degree (if already obtained) and the list of the exams passed with marks; forms for self-certification are available at www.unibo.it/AerospaceEngineering; applicants holding a degree (or graduating) from the University of Bologna can upload either the request charging the Secretariat with providing the required information or the self-certificate available from the Studenti Online service;
      in case of a qualification obtained (or about to be obtained) abroad, it is necessary to upload the graduation certificate (if already obtained), with the full transcript of all exams passed with marks, issued and certified by the attended University (only EU citizens can upload a graduation self-certificate with the list of the exams passed).

In case the required documents are not written in English or Italian, they shall be accompanied by a translation into English. The translation can be done by the applicants themselves.
c) Detailed English-written curriculum vitae ac studiorum (CV).

The applicants’ qualifications shall be specified in the CV. Recognized qualifications are: publications (e.g. articles, monographs, books, etc.); academic honours, scholarships, fellowships, grants; references of professional experiences at companies/universities/research institutes/institutions and the like in the field of Aerospace Engineering. Please note: publications, if any, can be uploaded.

d) English language attestation of at least B2 level, obtained even more than 36 months before the selection procedure. Applicants must upload one of the following certificates:

- TOEFL - computer-based – of at least 213 points
- TOEFL - paper-based - of at least 550 points
- TOEFL - Internet-based – of at least 80 points
- IELTS - of at least 5.5 points
- FCE – B
- ISEE II Trinity College London
- a B2 level certificate in English released by a University Language Centre (or the candidate’s self-certification, in case of attestations obtained from Italian State Universities).

English mother-tongue applicants (in particular, nationals from the USA, U.K., Ireland, Australia, New Zealand and Canada) or those who have obtained a First Cycle degree taught in English language are not required to submit the above-mentioned certificates.

In case of exemptions or in case of missing certificates the applicant will upload a relevant statement.

e) A reference letter written in English by a member of University teaching staff or, if the applicant belongs to an institution, by the institution’s managers.

f) Double-sided copy of a valid ID or passport.

g) Copy of a valid residence permit, in case the candidate already has it (for NON-EU citizens).

CANDIDATES WILL BE ADMITTED TO THE SELECTION PROCESS EXCLUSIVELY IF THEY HAVE SUBMITTED THE APPLICATION BY THE DEADLINE AND ACCORDING TO THE PROCEDURE INDICATED ABOVE.

For assistance with the completion of the on-line application procedure, candidates can contact Studenti Online Helpdesk, by calling the phone number +39 051 2099882 or by sending an e-mail to help.studentionline@unibo.it.

5 – ADMISSION RANKING

When each selection process is completed, the Examining Committee will draw up a final ranking for every share of reserved positions and will assign all available positions, according to the criteria defined in article 1 and 3 of this Call for applications.

The ranking lists will be posted on:

- April 6th 2017, h 15.00 for the first selection,
- July 5th 2017, h 15.00 for the second selection,
- September 1st 2017, h 15.00 for the third selection,

in Studenti online on the website www.studenti.unibo.it, as the only legal representation of the admission ranking.
6 - ENROLMENT ON THE MASTER'S DEGREE COURSE

DEADLINES

The admitted candidates in the admission rankings will have to enrol by the following deadlines:

I selection: from April 6th to May 22nd 2017;
II selection: from July 5th 2017 to July 21st 2017;

ENROLMENT PROCEDURE

A) CANDIDATES ENROLLING FOR THE FIRST TIME

By the mandatory deadlines indicated in the paragraph above, candidates must:

1. Connect to Studentsi Online on the website www.studenti.unibo.it by using the User ID and password received for the on-line application procedure.
2. Choose ‘Registration’ and select ‘Second Cycle Degree Programme’ and the degree ‘Aerospace Engineering/Ingegneria Aerospaziale’;
3. Fill out the requested data on-line and the .jpg passport-format photo
   In case of false statements, in addition to incurring the penalties established in art. 496 of the Criminal Code for false statements, the candidate shall automatically be rejected from enrollment and from the benefits eventually obtained, with no right to any refund of fees paid;
4. Pay the first instalment of the annual tuition fee (single instalment), through the payment methods indicated at www.studenti.unibo.it _Studentsi Online._

Candidates must go to the Student Administration Office / Segreteria studenti of Forlì - Padiglione Melandri, Piazzale Solieri 1, 47121 Forlì, with a valid ID document for the formal student identification and with, the documents possibly indicated on www.studentionline.it. After that, the student career will be active and student badge/card can be collected.

Non-identification will result in the impossibility to use services such as study plan submission, exam registration, WIFI access and library loan services.

Besides, candidates should go to the Student Administration Office / Segreteria studenti of Forlì - Padiglione Melandri, Piazzale Solieri 1, 47121 Forlì, in the following cases:

- Students declaring a disability that gives them the right to tuition fees reduction or students benefitting from the Italian law 104/92 must submit copy of the certificate of disability;
- Non-EU citizens submit the copy (front-back) of a valid Residence Permit (“Permesso di soggiorno”) / Residence Card (“Carta di soggiorno”) or the receipt issued by the Post Office confirming that a residence permit has been applied for; in this case enrolment procedure is conditional until the submission of the permit of stay;
- students holding a degree obtained outside Italy submit to the Student Administration Office in Forlì the documents highlighted in the University webpage www.unibo.it/Enrollment2ndCycleForeignQualification: the original degree certificate (or an authenticated copy) with the list of all exams passed and the respective grades, issued by the foreign University that awarded the qualification, accompanied by an official translation into Italian, legalization and the Declaration of Value (‘dichiarazione di valore’) of the qualification, provided by the Italian diplomatic/consulate representative having territorial jurisdiction. Translation into Italian is not necessary if the degree diploma and exams certificates are issued in English, French, Spanish or German.

If the translation is necessary, candidates can have recourse to the Tribunale di zona (the local court of law) for the official translation of their degree into Italian or to the diplomatic authority in Italy of the foreign country where the degree was awarded. Translations into Italian made abroad by local translator have to be certified by the Italian representative having jurisdiction.
Italian and EU candidates can submit the signed statement substituting the degree certificate, but they cannot self-certify the validity of degrees obtained abroad, which must be certified by the Italian diplomatic authorities of the country where the degree was issued and hand the 'Declaration of Value' in to the Student Administration office in Forlì.

Instead of the above-mentioned official translation, legalization and declaration of value of foreign degrees and the full transcript of all exams passed, candidates can submit to the Student Administration Office of Forlì the original Diploma Supplement, issued by the University where the qualification was obtained, together with the legalized degree Diploma.

- Please note that the admitted candidate can proceed to enrol according to the procedure detailed above even if he/she does not hold the Bachelor's Degree yet, as long as it will be obtained by the mandatory deadline of December 28th 2017. After the deadline the student loses all rights to enrol on the Second Cycle degree.

B) CANDIDATES TRANSFERRING FROM OTHER UNIVERSITIES

Candidates transferring from another university have to:

1. Enrol online according to the instructions given above at point A), specifying the intention of transferring from another university;
2. Pay the first instalment of the annual tuition fee by the date reported in the DEADLINES section above;
3. Even after the enrolment hand in the transfer application at the current university by the deadlines there established

Please note: it will be possible to attend teaching activities and sit exams at the current university until the submission of the transfer application. At the university of Bologna, the student career will be active only after the Degree programme Board ascertain the transfer and approves the continuation of the study.

In order to complete the transfer, in addition to the first instalment of the annual tuition fee for the new academic year, candidates have to pay a transfer fee (the exact amount will be published on the University website); the Student Administration Office of Forlì will ask the candidate to pay the transfer fee after receiving the documents from the previous University.

C) CANDIDATES CHANGING DEGREE PROGRAMME WITHIN THE UNIVERSITY OF BOLOGNA

C.1. Candidates already enrolled on a degree programme at the University of Bologna who took part in the first and second selection must:

- enrol on the new degree programme as indicated above at point A) and pay the first instalment of the annual tuition fee by the date reported in the DEADLINES section above;

BESIDES, starting from July 26th 2017 and by the mandatory deadline of October 27th 2017, candidates have to apply for the degree programme change following the instructions given at www.studenti.unibo.it Studenti online.

Specifically, they must:

1. click on ‘Change degree programme’ and insert the required data;
2. pay the degree change fee (correct amount will be available on the University website).

C.2. Candidates already enrolled in another course of the University of Bologna who took part in the third selection process must fill in the degree programme change request following the instructions given at www.studenti.unibo.it Studenti online by the date reported in the DEADLINES section above.

Specifically, they must:

1. Have paid the first instalment of the annual tuition fee for the previous degree and do not have any outstanding tuition fee payments from previous academic years;
2. click on ‘Change degree programme’ and insert the required data;
3. pay the degree change fee (correct amount will be available on the University website).
In both cases (C1 and C2), it will be possible to attend teaching activities and sit exams at the current degree programme until the submission of the programme change application. For the new degree programme, the student career will be active only after the Degree programme Board ascertains the programme change and approves the continuation of the study.

7 – CLEARING PROCESS

Upon conclusion of the enrolment procedure (article 6 of the Call) of the first and third possible selection, the positions left available can be filled through a clearing process, according to the order of merit. This clearing process is reserved for those candidates who were not admitted for enrolment but judged positively and suitable anyway in the same selection process.

The clearing process detailed below is different from what is given in point 1 of the present Call, namely the possibility for those admitted candidates and the others deemed positively in the first and second selection process who have not proceeded to enrol in their selection round, to be placed at the bottom of the ranking list of the next possible selection round, in case of open positions and upon their request. For details of such procedure, please refer to point 1.

In order to participate in the clearing process,

from May 15th 2017 until May 22nd 2017, for the first selection

from September 1st 2017 until October 13th 2017, for the third (possible) selection

all eligible candidates placed in the final rankings of the selection process after the last admitted candidate of their own selection round, regardless the occupied position in the list, must:

• Connect to Studenti Online on the website www.studenti.unibo.it by using the User ID and password received for the on-line admission procedure;
• Confirm that they are still interested in enrolment, by clicking the specific button available on the admission selection request page after the ranking publication.

In the second (possible) selection process there will not be any clearing procedure; the positions left available in this selection will be made available in the third selection process.

Please note: Eligible candidates who do not declare their interest in the clearing process for their own selection round according to the procedure and deadlines detailed above, are excluded from the subsequent steps of the clearing process and cannot enrol.

The number of open positions still available and the list of candidates admitted through the clearing process will be posted in Studenti online on the website www.studenti.unibo.it, as the only legal representation on the following dates:

May 26th 2017*, for the first selection,
October 17th 2017, for the third (possible) selection,

Starting from these dates, the admitted candidates have to complete the enrolment process by the following mandatory deadlines:

from May 26th 2017* to June 5th 2017, for the first selection,
from October 17th 2017 to October 27th 2017, for the third (possible) selection,

according to the instructions indicated above in art. 6 paragraph A) for those candidates enrolling for the first time; in art. 6 paragraph B) for those candidates transferring from other Universities; in art. 6 paragraph C) for those candidates transferring from other Degree Programmes within the University of Bologna.

* In the clearing process of the first selection procedure, candidates admitted through the clearing process in date May 26th 2017 who do not intend to enrol must communicate it promptly by June 1st 2017 via e-mail at edm.ae@unibo.it or segforli@unibo.it by using the university account name.surname@studio.unibo.it. Eligible candidates who could be admitted after withdrawal of other eligible candidates from May 26th to June 1st 2017 will receive written communication at the name.surname@studio.unibo.it email containing instructions as to how to enrol through the clearing process by the set deadline June 5th 2017.

If, upon conclusion of the clearing process of the third selection, there are still available positions, the Vice President of the School of Engineering and Architecture of Forlì Campus can ask the Managing Director of the
Campus Area of Cesena and Forlì to act so that the available places are fully assigned, exclusively with reference to the candidates placed in the ranking lists. In this case, a specific notice will be posted on the website Studenti Online www.studenti.unibo.it. In any case, every extraordinary clearing procedure will have to end by December 28th 2017.

Administrator of the enrolment procedure is the Person in Charge of the Student Administration Office of Forlì, Dott.ssa Patrizia Ussani, ph. +39 0543 374815.

Forlì, January 27th 2017

Information note on the processing of personal data in accordance with art. 13 of the Italian Legislative Decree no. 196/03 (the Privacy Act) can be found at www.unibo.it/privacypolicy.

This call for applications, issued by the Managerial Decree Rep. n. 284 / Prot. n. 9347 of January 27th 2017, is conditional to the positive conclusion of the accreditation process at the Italian Ministry of Education, University and Research for the academic year.

THE MANAGING DIRECTOR OF THE CAMPUS AREA CESENA AND FORLI’

Dott.ssa Elisabetta De Toma