



ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA

**Academic year 2019/2020**  
**Admission call for Bachelor's degree in**  
***Business and Economics – CLABE***

Reserved track for the project “Undergraduate Degree in Buenos Aires campus”  
*This is an adapted translation in English of the original Call for Applications (“Bando di Ammissione”) in Italian and it is made only for publicity purposes. To enforce the call, resolve any dispute and for all legal purposes only the Italian version of the act is valid, and prevailing with regard to the exact interpretation of the rules contained within, also in case of potential disputes*

Course code	Name of the course	Class	Course web-site
8965	<b>Business and Economics – CLABE</b>	L-18	<a href="http://www.clabe.unibo.it">www.clabe.unibo.it</a>

**INDEX**

Introduction	Pag. 2
General calendar	Pag. 3
SECTION 1 – Available positions	Pag. 4
SECTION 2 – Admission requirements	Pag. 5
SECTION 3 – Applying to the selection	Pag. 5
SECTION 4 – Request of special adaptation for the test	Pag. 7
SECTION 5 – The selection procedure	Pag. 8
SECTION 6 – Rankings	Pag. 8
SECTION 7 – Additional Learning Requirements (OFA)	Pag. 9
SECTION 8 – Enrollment procedure	Pag. 9
SECTION 9 – Open positions left	Pag. 12
SECTION 10 – Final notes and contacts	Pag. 13

## INTRODUCTION

- ✓ **READ** carefully the call in all its points.
- ✓ **PAY ATTENTION** to the deadlines, they are strictly mandatory;
- ✓ **CHECK REGULARLY:**
  1. the platform Studenti On Line: [www.studenti.unibo.it](http://www.studenti.unibo.it) mainly close to the deadlines of selection and rankings;
  2. the Unibo e-mail address: [name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it); as they are the only tool to inform you (rankings, available positions left, etc).
- ✓ Registration to the selection means participating to the selection procedure. It does not mean enrollment procedure.
- ✓ Each registration is valid for only one selection procedure (intake). You can eventually register also for further intakes selections without paying again the contribution of 20,00€.
- ✓ Enrollment means registration to the First-level degree.
- ✓ If you are a living abroad non-EU citizen, please check the reserved info (section 1 e 2).
- ✓ If you are a non-EU student and/or you own a title of study taken abroad, please read the specific rules in the call and in the relative web-sites [www.unibo.it/IscrizioniLaureaTitoloEestero](http://www.unibo.it/IscrizioniLaureaTitoloEestero) and [www.unibo.it/IscrizioniStudentiNonUE](http://www.unibo.it/IscrizioniStudentiNonUE).

Il Ministero dell'Istruzione, dell'Università e della Ricerca (MIUR) each year with the 'Circolare MIUR' is in charge of defining the admission procedures in the Italian universities for international students .
- ✓ The academic calendar of the branch of Buenos Aires University of Bologna **begins on January 15 and ends on August 30, 2020.**
- ✓ The project might include activities held in universities other than UniBo.

## GENERAL CALENDAR

---

INTAKE	FASE	DATES AND DEADLINE
<b>FIRST INTAKE</b> (Eu and assimilated only)	Application deadline (selections)	04/04/2019 to 16/05/2019 at 1:00pm
	Admission results	11/06/2019
	Enrollment deadline	18/06/2019
	Open positions available (if any)	21/06/2019 at 10:00am
	Confirmation of interest	25/06/2019
	Open positions admission results	27/06/2019
	Enrollment deadline for open positions candidates	03/07/2019
<b>SECOND INTAKE</b> (Eu and assimilated only)	Application deadline (selections)	11/06/2019 al 08/07/2019 at 1:00pm
	Admission results	26/07/2019
	Enrollment deadline	30/08/2019
	Open positions available (if any)	04/09/2019 at 10:00am
	Confirmation of interest	09/09/2019
	Open positions admission results	11/09/2019
	Enrollment deadline for open positions candidates	18/09/2019
<b>THIRD INTAKE</b> (Non-Eu only plus remaining places from the first two intakes)	Application deadline (selections)	04/09/2019 al 07/10/2019 at 1:00pm
	Admission results	28/10/2019
	Enrollment deadline	07/11/2019
	Open positions available (if any)	11/11/2019 at 10:00am
	Confirmation of interest	14/11/2019
	Open positions admission results	15/11/2019
	Enrollment deadline for open positions candidates	22/11/2019

## SECTION 1 – Available positions

---

There are 60 available places for the admission to CLaBE degree programme for the year 2019/2020, divided into the following three sections:

FIRST INTAKE	SECOND INTAKE	THIRD INTAKE
20 (Eu and assimilated only)	15 (Eu and assimilated only) + reamaining available positions from the previous round	25 (Non-Eu only) + reamaining available positions from the previous rounds

Please note that the places available are divided into two contingents, one for Italian, EU and assimilated citizens and the other for non-EU citizens residing abroad.

### Which group of students do I belong to?

**EU citizens: Citizens** of: Austria, Belgium, Bulgaria, Croatia, Denmark, Finland, France, Germany, Great Britain, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden, Cyprus, Estonia, Latvia, Lithuania, Malta, Poland, Czech Republic, Romania, Slovenia, Slovakia, Hungary.

**International students:** Please find further information at this link <https://www.unibo.it/en/international/Who-are-international-students>

**Non-EU citizens living outside of Italy:** Citizens of a country that is not a member of the European Union, who do not have the requirements to be considered as equivalent (assimilated) to EU citizens - see above. The Italian Ministry of Education, University and Research - MIUR defines the regulations for the admission of non-EU citizens living outside of Italy. More details available here: <http://www.studiare-in-italia.it/studentistranieri/>

## SECTION 2 – ADMISSION REQUIREMENTS

---

If you are completing your secondary school education at a non-Italian secondary school, please consider the following mandatory regulations by the Italian Ministry of Education, University and Research. (<http://www.studiare-in-italia.it/studentistranieri/>)

- In order to be admitted to an Italian Bachelor's Programme (First-Cycle Degree), as it is CLaBE, your school leaving certificate must meet these requirements:
  - a) Must be obtained following a period of schooling of at least 12 years (12 years must be the official length of schooling in a specific education system);
  - b) It is obtained following a final period of at least 2 years, successfully passed, in a specific school system
  - c) Must allow access, in your own country of reference, to a Degree programme similar to Business and Economics. If entrance exams are established for university admission in your country (e.g. the Selectividad in Spain) you must pass this academic test.
- <http://www.studiare-in-italia.it/studentistranieri/>

Please carefully read all further information here <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-first-or-single-cycle-degree-programme-foreign-qualification>

A good level of English language is also required (at least B2 level), as well as sufficient cultural, logical and mathematical skills to attend the courses. This will be verified during the interview.

A **Spanish linguistic certification** at least A1 / A2 level will have to be sent using the institutional email @studio.unibo.it at [ems.tutorba@unibo.it](mailto:ems.tutorba@unibo.it) with the specific indication in the subject "linguistic certification Spanish level " **by 10 January 2020.**

## **SECTION 3 – APPLYING TO THE SELECTIONS**

---

In order to apply to the selection procedure, follow these steps:

SELECTION DEADLINES:

**first intake: 16/05/2019 1.00pm**

**second intake: 08/07/2019 1.00pm**

**third intake: 07/10/2019 1.00pm**

### **FIRST STEP**

- 1) Connect to [www.studenti.unibo.it](http://www.studenti.unibo.it) (StudentiOnline) and create your personal user ID and password, by clicking on '*Se non sei ancora registrato: Registrati*' (you can then switch to English by clicking on the top left button).
- 2) Registration with Tax ID: in case you are a foreign student and you do not have an Italian Tax Code (*Codice Fiscale*), click on "International students registration" and fill in the form to create your user ID and password.
- 3) Go on and register by providing the required information.
- 4) After your first access, you will be asked to change your password. Please remember your Username and Password as they will be always required to access your profile.

### **SECOND STEP**

- 1) Access the Portal [www.studenti.unibo.it](http://www.studenti.unibo.it) (Studenti Online). You can switch to the English version from the top left button.
- 2) Click on "Entrance exams or requirements check" > "First cycle degree program" > "BUSINESS AND ECONOMICS - CLABE - PROGETTO "CORSO UNDERGRADUATE PRESSO LA SEDE DI BUENOS AIRES" > Select the right option: are you a EU or EU-assimilated student, or a non-EU student living outside of Italy? (check par. 2.1 if you have doubts)
- 3) Only for non-EU candidates: choose if you want to submit your SAT score. Please be sure of

your choice: after you have made it, you cannot change your mind!

4) Upload all the required documents in .pdf format:

- ID/Passport
- Copy of your permit of stay (if applicable)
- English certificate B2 level
- Spanish language certificate A1/A2 to be sent by no later than January 10, 2020

5) Pay the application fee (20,00 €), through one of the following payment methods only (other methods will not be accepted):

- on-line, by credit card (Visa, Mastercard, Diners, American Express), even if the holder of the credit card is not the candidate;

- through any UniCredit Bank agency, using the appropriate payment code, that you can print at the end of your online registration. The list of UniCredit Bank agencies is available on the UniCredit website.

**IMPORTANT:** Payments from different banks, through bank transfers, or from postal offices cannot be accepted. The application fee is **not refundable** and must be forwarded **within the deadline** of the relevant intake. Candidates who wish to take part in the first AND the second round will have to pay the application fee only once. If you need help filling out your application you can either call the Help Desk at +39 051 2099882 or send an email to [help.studentonline@unibo.it](mailto:help.studentonline@unibo.it).

#### SPECIAL CASES:

You are exempt from the selection and you can directly enroll in the following cases:

- if you RENOUNCED from 1st November 2018 to 31st October 2019 to the same degree course of the University of Bologna for which you intend to enroll. Remember that the request for renunciation is accepted only if there are no unpaid taxes (outstanding debts) with the University and / or with ER.GO.

- if you LAPSED on March 31, 2019 on the same degree course as the University of Bologna for which you intend to enroll.

The rules governing the forfeiture of student status for the University of Bologna are published on the University web portal, at: [www.unibo.it/DecadenzaStudi](http://www.unibo.it/DecadenzaStudi).

You will be able to enroll in the terms provided for by the resolutions of the Bodies and reported on the page <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/ripresa-e-interruzione-degli-studi/decadenza-studi> section " what to do if you have lapsed "and on the page <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/ripresa-e-interruzione-degli-studi/rinunciare-studi>

All those who do not fall within the aforementioned cases, to access the course, even after the first year, must participate in the selections according to the terms and deadlines of this call.

## SECTION 4 – REQUEST OF SPECIAL ADAPTATIONS FOR THE TEST

---

Candidates who wish to make use of adaptations for the admission test must request it, within the deadline for registration for the test, as follows:

- 1) **Access Studenti online** (<https://studenti.unibo.it/sol/welcome.htm>) and enroll to the entrance exam.
- 2) Download and fill in the Adaptation Request Form on the same website (in the part related to the test registration procedure), save it in pdf format and attach it to the appropriate section.

Adaptations may consist of:

- additional time (30% for candidates with SLD, BES, pathology or other disability; 50% for candidates with civil disability => 66% and / or handicap)
- possibility of having aids such as, for example, a writing tutor, a reading tutor, a non-scientific calculator, etc. The complete list of possible adaptations is available on the form. If, for organizational reasons and / or mandatory provisions, it won't be possible to guarantee the adaptation required, an alternative measure of equal compensatory value will be defined.

3) Attach the necessary specialistic documentation, such as:

- Diagnosis of Specific Learning Disorders (SLD) – on the basis of the Italian Law 170/2010 – released by the National Health Service, a private center or a private specialist accompanied by a document of compliance, issued by the National Health Service. The documentation must be no more than three years old or released after the age of 18;
- Certification of disability based on the Italian law 104/92;
- Certification of civil disability equal to or higher than 66%;
- Documentation certifying the presence of a pathology that can determine a temporary disability in the learning activity (reference is made to health conditions that may involve some specific needs during the course of the test);
- Other documentation that certifies a special educational need or an invalidity that affects the learning activity (Important: If you hold both Certification as per Law 104 and other medical documentation, you will have to hand in both).

**Candidates with disabilities or SLDs residing in foreign countries**, who intend to make use of adaptations, must present the certification certifying the state of disability or SLD issued in their country of residence, **along with a sworn translation in Italian or in English**. For information on how to translate see the page of the University Portal:

<https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/dichiarazione-di-valoretraduzione-e-legalizzazione>, under “Translation of titles and other documents”. The University Offices in charge of examining the aforementioned certifications, verify that the documentation certifies a condition of disability or specific learning disability recognized by the Italian legislation.

**ATTENTION: BEFORE COMPLETING THE ENTRANCE EXAM APPLICATION, MAKE SURE YOU HAVE ATTACHED THE FORM AND THE HEALTH DOCUMENTATION**

The documentation will be examined by the Service for Students with Disabilities and with SLD for the evaluation of the consistency of the requests for adaptations with the documentation presented. In the case of incomplete or unreadable documentation, an integration will be requested by email to the institutional email address [name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it). The additional documents will have to be sent by no later than the date indicated in the email.

The adaptations granted are always communicated via email by the Student Registrar's Office. For

clarification on the procedure to request adaptations, please contact the Service for Students with Disabilities and with SLD at the following addresses: Mail: abis.adattamentiammissione@unibo.it, or tel. 0512095941-42-43.

## SECTION 5 – THE SELECTION PROCEDURE

---

The admission test consists in an interview.

Place, date and time of the interview will be published on the Studenti online website ([www.studenti.unibo.it](http://www.studenti.unibo.it)) and on the course website as soon as available. The interview can be carried out in the presence or via skype after recognition of the candidate.

The interview aims at verifying:

1. the actual consistency of the candidate's profile with the objectives of the CLABE Buenos Aires Project "Undergraduate course at the Buenos Aires office";
2. logical mathematical knowledge;
3. the ability to reason and understand the text in English and in Spanish;
4. the degree of motivation and the attitude to the objectives of the project.

A specially appointed examining committee composed of at least three permanent and substitute members (chosen from the teaching staff and researcher belonging to the study courses participating in the project) guarantees the proper running of the procedures of the selections.

## SECTION 6 – RANKINGS

---

The ranking is expressed in 100.

The final score is determined as follows

- **from -4 to 20:**
- the actual consistency of the candidate's profile with the objectives of the CLABE Buenos Aires Project "Undergraduate course at the Buenos Aires office";
- **from -6 to 30:** mathematical logical knowledge. Candidates who obtain a score of 15/30 or less will be assigned an additional learning obligation - OFA (see section 7);
- **from 6 to 30:** the ability to reason and understand the text in English and to understand a short text in Spanish, the presentation of language certifications;
- **from -4 to 20:** the degree of motivation and the attitude to the objectives of the project.

The candidate will be admitted if the score will be equal to or higher than 30/100.

In the event of a tie, priority is given to the youngest candidate.

Admission to enrollment will in any case be determined with exclusive reference to the positioning in the ranking, up to covering the available places. Candidates with a score lower than 30/100 cannot in any case enroll.

**Candidates are requested to check the selection outcomes on [studenti.unibo.it](http://studenti.unibo.it) - the University of Bologna cannot notify successful and unsuccessful candidates via email or post:**

**first intake: by 11/06/2019**

**second intake: by 26/07/2019**

**third intake: by 28/10/2019**



## 7 - OFA – ADDITIONAL LEARNING REQUIREMENTS

---

If you do not reach a minimum set threshold for math (math only) in your interview, you will be assigned with OFA (standing for Obbligo Formativo Aggiuntivo = Additional Learning Requirement).

The minimum set threshold, for the math sections only, are: 15/30

Having been assigned an OFA does not prevent one from enrolling, going to class and sitting exams; if you are selected, but were assigned an OFA, you can still register to the program and take exams, but must as soon as possible fulfil the OFA requirement. Such requirement is fulfilled by passing the Mathematics exam within 31 March 2021. If you don't you pass the exam within this deadline you will have to repeat the first year, which DOES NOT entail retaking exams you have already passed.

## SECTION 8 – ENROLMENT PROCEDURE

---

If you have been accepted, congratulations! Now you have to enroll to confirm your place in the programme. Please note this is different from registering to the selection! These are the deadlines:

**first intake:** from 11/06/2019 to 18/06/2019;

**second intake:** from 26/07/2019 to 30/08/2019;

**third intake:** from 28/10/2019 to 07/11/2019.

**Important!** If you cannot fully enroll by these deadlines because you do not have all the requested documents ready yet, in order to secure your place at CLaBE it is essential that, within such deadlines, you at least pay the first instalment of tuition fees for the first academic year.

### First ever enrolment to the University of Bologna:

- 1) Login on [www.studenti.unibo.it](http://www.studenti.unibo.it) with your personal username and password and select “Registration” > “First-cycle degree program (new degree system)” > “Business and Economics - CLaBE”;
- 2) Insert the requested information and upload a JPG file of your passport-size photo (beware of consequences under art. 496 of Italian Criminal Code regarding false declarations: in such case, you are punishable by law, will be not enrolled, and will lose any right to benefits or reimbursements);
- 3) Pay the first installment – or the total amount – of the CLaBE tuition fees. Payment modes other than those indicated on the Portal will not be accepted.
- 4) Once you are in Bologna, you need to go the **Students Administration Office** (Registrar’s Office - Segreteria Studenti Economia, Management e Statistica, Via Zamboni, 33 – 40126 Bologna) with a valid ID and receive your student card (badge), if the enrolment is complete.
- 5) In the following cases, in order to complete your enrolment, you need to deliver in person to the Students Administration Office some specific documents:
  - **Students with disabilities:** please refer to this link: <http://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-handicapped-students>
  - **All non-European citizens** should hand in a copy of their valid residence permit (*carta/permesso di soggiorno*). If you have applied for the residence permit, but have not received it yet, it is important that you hand in at least a copy of the application receipt (you will be considered as conditionally enrolled, until you hand in the copy of your permit of stay)

- **Students applying for the recognition of exams from previous academic careers:** please follow the procedure (and hand in the documents) available at this link: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/recognition-of-academic-qualifications-and-shortened-programmes-1/shortening-of-the-degree-programme>
- **Students holding a non-Italian secondary school certificate:** all the documents you received from the embassy and anyway what listed at the following link under the paragraph “Matriculation”: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-first-or-single-cycle-degree-programme-foreign-qualification>

NB: Starting from September, to collect of the badge and to hand in any documentation it is necessary to fix an appointment with the registrar’s office: the booking function can be found on [www.studenti.unibo.it](http://www.studenti.unibo.it) in the page of detail of the matriculation procedure. The payment of the first installment of the annual contribution fee must be made strictly within the deadlines indicated in the GENERAL CALENDAR.

### **Candidates transferring from other Italian Universities:**

If you are a student in another Italian University, have passed the selection for CLaBE and wish now to enroll in CLaBE:

- 1) Follow the instructions for CLaBE registration as above, specifying (in the right field) that you are transferring from another University;
- 2) By the deadlines indicated above, pay the first installment (or full amount) of CLaBE tuition fees + the transfer fee, following all the instructions indicated here: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transferring-to-the-university-of-bologna> (the exact amount of the transfer fee will be confirmed by the academic bodies around April).
- 3) Submit a transfer request to your home university;

Later on, you will be asked to submit a transfer fee, together with the first installment of your tuition fees.

### **Candidates enrolled in another degree course of the University of Bologna:**

If you are a student in another degree course of the University of Bologna, have passed the selection for CLaBE and wish now to enroll in CLaBE (*passaggio di corso*):

1. Follow instructions for CLaBE registration as above and pay the first installment (or full amount) of CLaBE tuition fees, within the deadlines;
2. from 25/07/2019 and by no later than 22/11/2019, you must fill in the online transfer application following the instructions you’ll find here [www.studenti.unibo.it](http://www.studenti.unibo.it).

You will have to:

1. click on ‘Course transfer’ and insert the required details;
2. pay the transferring fee.

<http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/changing-study-programme-within-the-university-of-bologna/changing-studyprogramme-within-the-university-of-bologna>

**Tuition fees: information at this link:**

<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees> (the exact amount of CLaBE tuition fees will be confirmed by the academic bodies by the end of April. Just for reference, annual tuition fees are about €2000, the exact amount will be published in May)

- Information on grants, scholarships and other benefits are available at this link: <https://corsi.unibo.it/1cycle/CLaBE/partial-tuition-fee-waivers-unibo-action-1>

## SECTION 9 – OPEN POSITIONS LEFT

Not all selected students eventually enroll, which is why, after each admission round, there might still be some places left available; if that is the case, the Students Administration Office will publish on Studenti Online the number of places left available. So, if you are listed in the general ranking as admissible, but were not selected, check Studenti Online in the dates indicated; if there are places available and you are still interested in being included in the programme, there might be another chance for you to join in. Remember that you have to **confirm your interest**, by selecting the appropriate button on Studenti Online (if not, you will not be picked up!). A list of newly admitted candidates will then be published: if it features your name, you should enroll as soon as possible. **Please check all the relevant deadlines in the deadline table on page 3.**

## SECTION 10 – FINAL NOTES AND CONTACTS

<b>Segreteria studenti di Economia, Management e Statistica</b>	via Zamboni 33, 40126 Bologna Email <a href="mailto:segecosta@unibo.it">segecosta@unibo.it</a> Tel. +39 0512099270 Fax +39 0512086226  Orari di aperture al pubblico: lun-mar-mer-ven: 09:00 – 11:15 mar-gio: 14:30 – 15:30
<b>Programme Coordinator: Dott.ssa Angela Adamo</b>	Email <a href="mailto:angela.adamo3@unibo.it">angela.adamo3@unibo.it</a>
<b>Programme Tutor:</b>	Email <a href="mailto:ems.bo.tutorclabe@unibo.it">ems.bo.tutorclabe@unibo.it</a> Email <a href="mailto:ems.bo.tutorba@unibo.it">ems.bo.tutorba@unibo.it</a>
<b>Office in Argentina dell'Università di Bologna: Dott.ssa Claudia Uzqueda</b>	Email <a href="mailto:claudia.uzqueda@unibo.it">claudia.uzqueda@unibo.it</a>

<b>Help Desk di Studenti Online</b>	telefono +390512099882 Email <a href="mailto:help.studentionline@unibo.it">help.studentionline@unibo.it</a>
-------------------------------------	--

<b>For info on international qualifications and visas: International Desk (Bologna)</b>	telefono +390512088101 Email <a href="mailto:internationaldesk@unibo.it">internationaldesk@unibo.it</a> Via Filippo Re 4 – Bologna
---	--

Bologna, 4 April 2019