



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Admission call for Bachelor's degree in *Business and Economics* – CLABE

Academic year 2025/2026

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	Business and Economics – CLABE	L-18	www.clabe.unibo.it

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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 mainly close to the deadlines of selection and rankings;
 2. the Unibo e-mail address: name.surname@studio.unibo.it; as they are the only tool to inform you (rankings, available positions left, etc).
- ✓ Each registration is valid for only one selection procedure (intake). You can eventually register also for further intakes selections without paying the contribution of 20,00€ again.
- ✓ Enrolment means registration to the Bachelor's 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 obtained abroad, please read the specific rules in the call and in the relative web-sites www.unibo.it/IscrizioniLaureaTitoloEstero and www.unibo.it/IscrizioniStudentiNonUE.

The 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 project might include activities held in universities other than UniBo.

GENERAL CALENDAR

The terms listed below are preemptory and cannot be derogated in any circumstance.

FIRST INTAKE (reserved for Italian citizens, European Union citizens, non-EU citizens treated as EU citizens, non-EU citizens residing abroad competing with EU candidates and non-EU citizens residing abroad competing alongside EU candidates)

INTAKE	PHASES	DATES AND DEADLINE
FIRST INTAKE (Italian citizens, EU citizens, non- EU citizens equivalent to EU citizens)	Application deadline (selections)	From 05/05/2025 to 08/07/2025 at 13:00
	Admission results	21/07/2025
	Enrollment deadline	From 24/07/2025 to 25/08/2025
	Open positions available (if any)	29/08/2025
	Confirmation of interest	From 29/08/2025 until 03/09/2025
	Open positions admission results	05/09/2025
	Enrollment deadline for open positions candidates	From 05/09/2025 until 12/09/2025

SECOND INTAKE (reserved for Italian citizens, European Union citizens, non-EU citizens treated as EU citizens, non-EU citizens residing abroad competing with EU candidates and non-EU citizens residing abroad)

INTAKE	PHASES	DATES AND DEADLINE
SECOND INTAKE (Eu and non-EU citizens)	Application deadline (selections)	From 28/08/2025 from 29/09/2025 at 1:00pm
	Admission results	13/10/2025
	Enrollment deadline	From 15/10/2025 until 24/10/2025
	Open positions available (if any)	30/10/2025
	Confirmation of interest	From 30/10/2025 until 03/11/2025
	Open positions admission results	07/11/2025

	Enrollment deadline for open positions candidates	From 07/11/2025 until 14/11/2025
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DEADLINE TO OBTAIN THE HIGH SCHOOL DIPLOMA	31/12/2025
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1. ADMISSION REQUIREMENTS AND GENERAL INFORMATION

To be admitted to the study program, you must take part in a selection process.

There are two selection intakes and it is essential to respect the deadlines specified in the General Calendar.

To participate, you must meet the admission requirements outlined in section 1.1 "Admission Requirements."

1.1. 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:

You must hold at least one of the following school leaving certificate:

- 5-year high-school diploma awarded by institutions of upper secondary education (including high-school diplomas awarded by educational institutions and artistic high-schools with an additional annual supplementary programme) or a pilot 4-year high-school diploma issued by an institute admitted to the 4-year secondary high school trial. You can apply for the degree programme even if you have not obtained your upper secondary school diploma yet, but you have to obtain it by the deadline of **31st December 2025**, otherwise your enrolment will be cancelled.
- 4-year high-school diploma awarded by institutions of upper secondary education where the additional supplementary year is not active. In this case, you have to fulfil a specific additional learning activity at the University of Bologna by **March 31st, 2027**. If you fail, you will be enrolled in the 1st year again also for the following academic year as repeating student;
- Qualifications obtained abroad, after twelve years of schooling, allowing the admission to the University and to the chosen degree programme in the country where the qualification was issued, according to the established ministerial rules - see the Circular of the Ministry of University and Research that is published each year in the period April-June at <http://www.studiare-in-italia.it/studentistranieri>.

Check the detailed information on the University Portal:

<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-first-or-single-cycle-degree-programme-foreign-qualification>

You have to obtain your qualification and the required additional integration (if necessary) within **December 31st, 2025**, otherwise your enrolment will be cancelled.

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>

Verification of the eligibility of the degree obtained abroad will be done only after matriculation and following the uploading of documents as per the directions given in Section 6.1.

- **A B2 level of English language certification is also required**, as well as sufficient cultural, logical and mathematical skills necessary to attend the courses. This will be verified during the interview. **The English language certification must be submitted by 8 January 2026**. This certification may be replaced by the SAT official score.
- A **Spanish linguistic certification** at least A1 / A2 level is required. The proficiency is considered proved for students holding a language certification (A1/A2 level) and is assessed during the admission test (interview). In absence of the certification, it can be submitted by January 8th 2026, by sending it using the institutional email name.surname@studio.unibo.it to didatticasociale.tutorba@sunibo.it with the specific indication in the subject "**linguistic certification Spanish level** " by **08 January 2025**.

Candidates not submitting the certifications by the deadline will have their enrollment automatically canceled.

1.2. Available Positions

There are 60 available places for the admission to CLABE degree programme for the year 2025/2026, divided into the following two sections:

Intakes:	Italian citizens, EU citizens, non-EU citizens equivalent to EU citizens	Non-EU citizens residing abroad
First intake:	35	Not available
Second intake:	Available positions from first intake	25

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:

- **Positions for Italian citizens, European Union citizens and non-EU citizens assimilated to EU citizens or non-EU citizens residing abroad competing with EU candidates**, who can participate in both the first and second selection rounds (depending on any remaining positions from the first selection).
- **Positions for non-EU citizens residing abroad** (the international students' contingent), who can **only participate in the second selection** intake within the contingent reserved for them.

Any position reserved for non-EU citizens residing abroad remaining unfilled will be made available to Italian citizens, EU citizens and assimilated categories in the second selection intake.

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/>

2. HOW TO APPLY TO THE SELECTION

You can participate in:

- the first and second selection intakes (depending on the residual available positions) if you are **an Italian citizen, an EU citizen or a non-EU citizen assimilated to EU citizens**, following the instructions in **section 2.1**;
- the first and second selection intakes (depending on the residual available positions) if you are a **non-EU citizen residing abroad who must compete with EU candidates**, following the instructions in **section 2.1**, since, even if you are exempt from the international students' contingent, you must comply with the procedures for non-EU candidates residing abroad;
- the second selection intake only if you are a **non-EU citizen residing abroad**, following the instructions in **section 2.1**.

Check which category you belong to, on the webpage <https://www.unibo.it/it/internazionale/chi-sono-gli-studenti-internazionali>.

All candidates, including those applying for years other than the first, must undergo the selection process according to procedures and deadlines outlined in this call for application.

2.1. Application Instructions

Apply for a selection intake by registering on Studenti Online (www.studenti.unibo.it) within the deadlines specified in the "General Calendar", following the following steps.

Registration is valid only to the selected intake. If you wish to participate in a next selection, you must register again within the deadlines specified in "General Calendar" for each intake. Verify to meet the requirements.

- **Access Studenti Online** (www.studenti.unibo.it) using **SPID or CIE credentials**. The system will automatically retrieve your personal details and subsequently generate your University credentials (nome.cognome@studio.unibo.it).

If you are a minor, you can log in with the University credentials. In order to obtain them, go to www.studenti.unibo.it and select "Register": doing so, the system will generate your University credentials (nome.cognome@studio.unibo.it).

If you are an international student without a document issued in Italy, you can access the system with the University credentials: in order to obtain them, go to www.studenti.unibo.it, select "Register", then "International Student Registration".

- **Apply for the selection:**
 - Click "Admission Request – Participate in the Selection".
 - Select "Bachelor's Degree".
 - Choose the competition "Business and Economics – CLABE – Undergraduate Program at the Buenos Aires Campus".
- **Upload the required documents.**
- **Pay the application contribution.**

Proceed by completing the payment of 20,00 euro contribution, following the instructions provided on Studenti Online (www.studenti.unibo.it). **This contribution is not refundable in any case and it is valid for participating also in the next selection intakes** within this call (see General Calendar).

The application is only valid after the payment of the fee.

Only candidates who have completed the application process, uploaded the required documents and paid the application fee within the specified deadlines and procedures above described, will be admitted to the selection process.

To obtain assistance and guidance in filling in the online application for the selection, you can contact the Studenti Online Help Desk at +39 051 20.80.301 or by email at help.studentionline@unibo.it.

IMPORTANT!

We remind you that, if you are a non-EU citizen with a residence permit for study purposes and you **formally withdraw from studies** at this or any other university, you will **no longer meet the requirements to be resident in Italy** and the residence permit will be subsequently revoked.

In this case, you will have to go back to your home country and start the pre-enrollment procedure through University to the relevant Italian diplomatic representations (Embassies/Consulates), within the annual deadlines published on the website: www.studiare-in-italia.it/studentistranieri/.

2.2. Required Documents for Admission

To participate in the selection, all candidates must upload the following documents on Studenti Online (www.studenti.unibo.it):

- **valid identity document.**
- **residence permit** (if applicable).
- **Spanish language proficiency certification**, if already held (to be submitted by January 8, 2026 – see section 1.1).
- **English language proficiency certification** (to be submitted by January 8, 2026 – see section 1.1).
- eventually, a SAT, TOLC-E, and/or English TOLC-E certification (the test must have been taken after February 1st, 2023). In case multiple tests have been taken, the test uploaded to Studenti Online will be the one to be considered. If multiple tests are uploaded, the Commission will evaluate the one with the highest score. The certificate must be uploaded under "**Other Documents**".

3. REQUEST OF SPECIAL ADAPTATIONS FOR THE ADMISSION TEST

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

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 under the law L104.

- possibility of having aids such as, for example, a writing tutor, a reading tutor, a non-scientific calculator, etc. or other measures which can be taken being evaluated based on the specific case and certification.

The complete list of possible adaptations is available on the form of request for adaptations.

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.

The procedure to request adaptations is the following:

- access Studenti Online (www.studenti.unibo.it) in the "Ongoing Requests" section of the main page;
 - download the "Request for Adaptations Form" and fill it out;
 - upload the "Accommodation Request Form" filled out (in PDF format) in the specific section;
 - upload, in the dedicated section, the required specialist 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.

Considering the emergency situation which caused a reduction in the SSN clinic activities, for requests for adaptations for admission tests, DSA diagnoses, as defined by the law n. 170/2010, issued more than three years ago will also be accepted. The Service reserves the right to request an updated diagnosis or at least a written proof that a renewal is pending, after the enrollment.

For further details, refer to the website page: <https://site.unibo.it/studenti-con-disabilita-e-dsa/it/per-studenti/certificazioni-richieste>

- Documentation, issued by an SSN specialist, attesting to another type of developmental disorder that affects learning;
- 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

Documentation must be clear and complete with all information useful to understand the candidate's specific needs.

(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. The additional documents will have to be sent by no later than the date indicated in the email.

Candidates who do not submit the request within the deadlines indicated by the call or do not send any additional documents requested within the time limits indicated by the Service for Students with Disabilities and DSA, will not be able to agree on the adjustments required.

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

For clarifications on the procedure to request adaptations, please contact the *Service for Students with Disabilities and with SLD* at the following addresses: Mail: ases.adattamentiammissione@unibo.it

4. THE SELECTION PROCEDURES

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) 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.
- 5) any SAT and/or TOLC-E and/or English TOLC-E certification, if any, is assessed by the Commission

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.

5. 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.

Any SAT and/or TOLC-E and/or English TOLC-E certification shall be evaluated by the Commission up to a maximum of 5% of the assessment **relating to the logical-mathematical knowledge score**.

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.

The rankings are published Students Online (www.studenti.unibo.it), in the main page to the detailed section of the "Requests in progress".

This publication is the only means of legal publicity on the outcome of the selection process.

The publication dates of the ranking lists are contained in the [General calendar](#).

The ranking in the previous selection is not relevant for the ranking of the next selection.

Each selection is independent of the other.

The University of Bologna cannot notify successful and unsuccessful candidates via email or post.

Candidates are requested to check the selection outcomes on studenti.unibo.it.

5.1. OFA – Additional Learning Requirements

The Additional Educational Obligations - OFA, are assigned to students who in the part of the interview related to logical mathematical knowledge have obtained a score equal to or less than 15 out of 30. The deadline for the fulfilment of OFA is set at March 31, 2027.

After the deadline for completion (31 March 2027), students with OFA not yet absolved will be enrolled in the 2026/2027 to the first year of the course as repeaters.

6. ENROLMENT PROCEDURE

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

If you are enrolling for the first time, follow the instructions in section 6.1.

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.

If you have not yet graduated at the time of enrolment, please check on Studenti Online (www.studenti.unibo.it) for further steps.

If you are still a minor (i.e. under the age of 18) at the time of enrolment, download the parental responsibility form available on the course website under ADMISSION - MATRICULATION and send it, duly completed and signed by your parents, to Economics, Management and Statistics Student Secretariat.

If you are a student requesting recognition of previous careers that have already been closed, e.g. because you have renounced your studies, you have already obtained a previous qualification, you have taken and passed single courses, etc.: after enrolment and by the peremptory deadline of 27 November 2025, you can submit an application for course shortening in accordance with the instructions published on the page <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/abbreviazione-di-corso>, the competent Student secretariat is the Economics, Management and Statistics one.

If you are a student with a civil invalidity certificate of 66% or more or with a certificate in accordance with Law 104/92, in order to be exempt from fees you must send the certificate attesting to your condition to the email address of the Economics, Management and Statistics Student Secretariat the certificate attesting to your status.

If you are already enrolled at another Italian university and wish to transfer (transfer from another university) or you are already enrolled on another course within the University of Bologna and you wish to change course (transfer), follow the instructions indicated in paragraphs 6.2 or 6.3.

Information on fees and benefits for the right to study is given in section 6.4.

6.1. How to Enrol for the First Time to the University of Bologna:

Within the peremptory deadlines specified for each selection intake in the General Calendar, you must:

1. **Access Studenti Online** (www.studenti.unibo.it) using SPID, CIE credentials or by entering the username (name.surname@studio.unibo.it) and password obtained during the selection registration process;
2. **Select “Registration” > “First-cycle degree program (new degree system)” > “Business and Economics - CLaBE”;**
3. **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);
4. **Pay the first installment** – or the total amount – of the CLaBE tuition fees. Nor payment modes other than those indicated on the Portal nor late payments will be accepted.
5. **Activate your student career:**
 - if you enroll using SPID or CIE credentials: after the payment, your university career will be automatically activated with no further action required, unless you fall into one of the cases listed below;
 - if you enroll using username and password: proceed with identification according to the details in your enrolment procedure on Studenti Online.

The activation of your career must happen by February 26th 2026, otherwise the matriculation will be annulled.

Once your career will be active, you will be able to access services by, for example, submitting your study plan, booking exams, accessing Wi-Fi networks and online library resources, as well as performing career actions (program change, transfer to another university, withdrawal from studies). You will also receive an email with instructions to print your student badge.

6. In the following cases, , you have to follow some additional steps in order to complete your enrolment and activate your career:
 - **Non-EU citizens with an Italian qualification:** hand in a copy of the valid residence permit (permesso di soggiorno) by sending an email to the Student Secretariat of Economics, Management and Statistics;
 - **Students holding a non-Italian qualification:** consult the detailed information on the webpage <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-first-or-single-cycle-degree-programme-foreign-qualification> , access Studenti Online (www.studenti.unibo.it), choose "Call for Applications," select "Enrolment a.y. 25_26 - uploading documents for international students and students with foreign degrees" upload the documentation and set an appointment with the International Student Secretariat to show the original documents;

- **Non-EU citizen equivalent to EU citizen with a non-Italian qualification:** check the detailed information on <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-first-or-single-cycle-degree-programme-foreign-qualification>, access Studenti Online, select “Call for Applications,” then choose “Enrolment a.y. 25_26 - uploading documents for international students and students with foreign degrees.” In addition to the qualification documents, upload a copy of your residence permit (permesso di soggiorno) proving your equivalence status. Also, schedule an appointment with the International Student Office to show the original documents.

IMPORTANT! Verify carefully who qualifies as a non-EU student equivalent to an EU student and which residence permits allow for this equivalence at [this link](#). In case of an application as a non-EU citizen equivalent to an EU citizen without actually holding the required residence permit (permesso di soggiorno), the enrollment cannot be completed, even if you were admitted and had paid the first installment.

- **Non-EU citizen residing abroad and with a non-Italian qualification:** check the detailed information at <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/enrolling-in-first-cycle-and-single-cycle-degree-programmes/enrolling-in-a-first-cycle-or-single-cycle-degree-programme-if-you-come-from-a-non-eu-country>, access to Studenti Online, select “Call for Application,” then choose Enrolment a.y. 25_26 - uploading documents for international students and students with foreign degrees.” Upload both your qualification documents and a copy of your visa. Upon arrival in Italy, book an appointment with the International Student Office to show the original documents.

IMPORTANT! Admission and acceptance by the University do not automatically guarantee enrollment, even if you obtain a visa, are physically in Italy, qualify or receive scholarships or financial aid. In order to complete the enrollment it will be necessary to verify validity of your foreign qualification and the authenticity of the documents. The formal review of the qualification will be executed by the International Student Office after the payment of the first installment and the submission of all the required original documents;

- **Student enrolling in two study programs simultaneously:**
Check this [page](#) to see if you are eligible and how to proceed.
- **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>
- **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>

NOTE: 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 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.

6.2. How to Enrol in case of Transfer 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, within the peremptory deadlines specified for every selection intake in the “General Calendar”, you must:

a) **access Studenti Online** (www.studenti.unibo.it) using the SPID or CIE credentials or by entering the username (name.surname@studio.unibo.it) and password obtained during the selection registration procedure;

b) **Select "Registration" choose "First-cycle degree program" and “Business and Economics – CLaBE”**, enter the data required in the procedure, attaching a passport-sized photo of your face and specifying the University and degree program of origin. In case of false statements, in addition to facing the penalties set forth in Article 496 of the Penal Code, you will automatically lose the right to enrol and any benefits obtained.

c) 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).

d) Submit a **transfer request to your university of origin**;

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

The career at the University of Bologna will be active only following the decision of recognition and continuation of studies by the Degree Programme Council. Until the transfer application is submitted, you will be able to attend lessons at the home university.

Upon arrival of the documentation sent by the University of origin, the Student Secretariat will inform you to pay the specific transfer fee.

6.3. How to Enrol in case of Course Change Inside the University of Bologna:

If you are a student enrolled 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*):

a) **access Studenti Online** (www.studenti.unibo.it)

- b) **pay** the first installment of the university fees, or alternatively the single installment, in reference to the new academic year for the degree course of origin and be in compliance with the payments of the registration fees of previous academic years;
- c) **fill in the application** for course passage choosing "COURSE STEPS" and entering the data required by the procedure;
- d) **pay the transit allowance**.

Please, check the following link: <http://www.unibo.it/en/teaching/enrolment-transfer-and-finalexamination/changing-study-programme-within-the-university-of-bologna/changing-studyprogramme-within-the-university-of-bologna>

The career in the course for which you apply will be active only following the resolution of recognition and continuation of studies by the Degree Programme Council. You will be able to attend lessons at the course of origin until the moment of filling in the online application.

NOTE: In the case of career abbreviations, course change or transfer with admission to years other than the first one, you will be automatically moved to the Business and Economics course **code 8965** where, for the academic year 2025/2026, the second and third years are available.

6.4. 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.**

The procedure for recovering posts allows to accept a number of candidates equal to that of posts not filled after registration, according to the order of ranking.

There is only one recovery for selection and it consists of *two phases*.

STEP 1 - DECLARATION OF INTEREST for open positions left

By the deadline referred in the General Calendar, will be published on Studenti Online (www.studenti.unibo.it), the number of places still available at the end of matriculation.

Within the terms of point 5 of the General Calendar, all candidates in "Eligible" status placed on the list after the last winner, if interested in recovery must:

- 1) Connect to Studenti Online (www.studenti.unibo.it) and authenticate by entering username and password;

- 2) Express their interest to be considered for the left positions, by clicking on the appropriate button, available in detail of the practice of the admission test only after the publication of the ranking. Candidates in the state "Not eligible", "Absent" or "Excluded" cannot participate in the recovery of posts.

ATTENTION:

applicants who do not apply for the left positions in accordance with the above procedures will be excluded from all subsequent stages of the procedure.

Candidates will be admitted by making exclusive reference to the order of ranking.

The list of those admitted for recovery will be published on Studenti Online (www.studenti.unibo.it) within the terms of the General calendar.

The publication of the lists on Studenti Online is the only means of legal publicity on the outcome of the procedure of recovering places.

STEP 2 - REGISTRATION FOR LEFT POSITIONS

In accordance with the General Calendar, applicants admitted to recovery must register.

MODALITY

A. Applicants registering for the first time

Admitted applicants are required to enrol within the time limits set out in the General Timetable, in accordance with the procedure set out above.

B. Applicants currently enrolled at another university wishing to transfer

Admitted applicants are required to enrol within the time limits set out in the General Timetable, in accordance with the procedure set out in above.

C. Candidates currently enrolled in other courses of study at the University of Bologna (Passaggi)

Admitted candidates are required to proceed with the transition within the time limits set out in the General Timetable, in accordance with the procedure set out above.

If at the end of the recovery procedure there are still places available, a special notice may be published on the University Portal on the Students Online page, addressed to candidates possibly still on the list and that we have expressed an interest to be recovered within the time limits indicated above.

NOTE: In the case of career abbreviations, course change or transfer with admission to years other than the first one, you will be automatically moved to the Business and Economics course **code 8965** where, for the academic year 2025/2026, the second and third years are available.

6.5. Tuition Fees and Benefits for the Right to Study

The amounts of registration fees and information on benefits and exemptions are published on the University Portal on the page www.unibo.it/Fees.

The contribution is calculated progressively based on the ISEE certification, which must be valid and submitted respecting the procedure and by the deadlines specified on the page www.unibo.it/Taxes. If the ISEE certification is not submitted, the maximum contribution for the study program will be applied.

Information on other benefits are available on the University Portal at www.unibo.it/it/servizi-e-opportunita.

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>

If you are interested in **benefits for the right to study**, check out the relevant call for application published by the Regional Agency for Higher Education Rights on the website www.er-go.it.

If you are already enrolled in other courses, before carrying out the transfer or course change, review carefully the merit requirements for accessing benefits, indicated in the notice published on www.er-go.it, since your academic career, after the transfer or course change, will be assessed starting from the year of first university enrolment, independently of any recognized credits or of the year to which you will be admitted by the course council. This could result in the loss of benefits.

If you are a candidate with civil invalidity certification equal to or greater than 66% or having a **certification under Law 104/92**, in order to be entitled to an exemption, you must send the certificate attesting to your condition (for more information: <https://www.unibo.it/it/servizi-e-opportunita/borse-di-studio-e-agevolazioni/esoneri-e-incentivi/esenzioni-per-studenti-con-disabilita>) to the student office segecosta@unibo.it.

7. FINAL NOTES AND CONTACTS

FINAL NOTES

Any additional notices regarding this call for applications will be published on Studenti Online (www.studenti.unibo.it).

The privacy policy can be consulted on the page www.unibo.it/PrivacyBandiCds.

The Italian version of the call for applications is the official version for interpreting the rules contained inside of it, also in case of disputes.

OFFICE CLOSURES

Any extraordinary closures of the offices will be published on the University Portal (www.unibo.it).

CONTACTS

For doubts and information on administrative matters (e.g. deadlines, recovering spots, registration methods etc.), contact:

Segreteria studenti di Economia, Management e Statistica

Per contattare la segreteria vedi www.unibo.it/SegreterieStudenti

Tutor del corso

mail didatticascaravilli.tutorclabe@unibo.it

Programme coordinator dott.ssa Angela Adamo

mail angela.adamo3@unibo.it

For information for international students or with foreign qualifications (e.g. eligibility of foreign qualifications for admission, pre-registration, visas and residence permits, economic benefits for international students etc.):

International desk (Bologna)

mail internationaldesk@unibo.it

Per contattare l'International Desk verifica il link

www.unibo.it/ContattiStudentiInternazionali

For information on registration for international students and those with foreign qualifications:

Segreteria studenti internazionali, sede di Bologna

Per contattare la segreteria vedi www.unibo.it/SegreterieStudenti

For information on fees and benefits:

ASES – Settore Diritto allo Studio – Ufficio contribuzioni studentesche
mail ases.contribuzionistudentesche@unibo.it

For IT-related information (e.g. access credentials, data entry, application usage/malfunction, IT issues etc.):

Help desk di studenti online
Telefono +39 051 2080301
mail help.studentionline@unibo.it