



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

## Call for applications Academic Year 2024/2025

**Business economics -**

**curriculum FINANCIAL AND BUSINESS MANAGEMENT**

**(FINMA)**

**First cycle / Bachelor degree (restricted access) in**

**Rimini Campus**

Read all terms of this call for applications carefully.

Check regularly the official links and mailbox:

- StudentiOnline [www.studenti.unibo.it](http://www.studenti.unibo.it)
- your personal account ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)) on <http://posta.studio.unibo.it>

as they are the only tools we have to keep you updated about ranking publication, timelines, enrolment, etc.

For more information on the degree programme, click on the link in the box below.

<i>Code</i>	<i>Name</i>	<i>Type</i>	<i>Website</i>
8848	<b>Business economics – curriculum Financial and Business Management</b>	L-18	<a href="https://corsi.unibo.it/1cycle/FinancialBusinessManagement/index.html">https://corsi.unibo.it/1cycle/FinancialBusinessManagement/index.html</a>

### **GENERAL CALENDAR**

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## SUMMARY and CONTACTS

*The university has for some time been working to raise awareness of and to address gender stereotypes. In this context, it has been decided to give greater linguistic visibility to gender differences. Where, solely for the sake of simplicity, the masculine form is used in this document, it is understood as referring to all persons who work within the community.*

*(This English abstract is just for publicity purposes. For any application and/or dispute resolution and/or for any legal purpose only the Italian version must be taken into consideration)*

## GENERAL CALENDAR

**GENERAL CALENDAR** (day/month/year)

<b>FIRST INTAKE</b>	<b>DATES</b>
Application opening	27/02/2024 from 12 pm
Application deadline	30/4/2024, from 12 pm (GMT +1)
List of candidates accepted to the interview	10/5/2024
Dates for the interviews	13-14-15-16/5/2024
Ranking list and enrolment opening for successful candidates	23/5/2024, from 12 pm (GMT +1)
Deadline for the enrolment of successful candidates	30/5/2024, from 12 pm (GMT +1)
Open places ranking list and deadlines for declaration of interest to open places (eligible candidates)	from 23/5/2024 to 30/5/2024
Updated ranking list and enrolment	31/5/2024
Deadlines for enrolment of eligible candidates	07/6/2024

<b>SECOND POSSIBLE INTAKE</b>	<b>DATES</b>
Notification for second round selection (in case of available places left)	24/06/2024
Application deadline	19/08/2024, from 12 pm (GMT +1)
List of candidates accepted to the interview	23/08/2024
Dates for the interviews	26-27-28/08/2024

Ranking list and enrolment opening for successful candidates	4/09/2024 from 12 pm (GMT +1)
Deadline for the enrolment of successful candidates	11/09/2024
Open places ranking list and deadlines for declaration of interest to open places (eligible candidates)	from 4/9/2024 12 pm (GMT +1) to 11/09/2024
Updated ranking list and enrolment	12/9/2024 from 12 pm (GMT +1)
Deadlines for enrolment of eligible candidates	19/9/2024

## SECTION 1 – GENERAL INFORMATION AND REQUIREMENTS

The selection procedure is a necessary step in order to be admitted.

In order to participate, you must meet the admission requirements set out in section 1.1 'Admission requirements'.

Only in case of places left available after the first intake, a second round selection will be scheduled with the same conditions of the first round and according to the [General calendar](#).

Check the [Summary](#) before applying.

1. Admission to the first-cycle programme is entitled with one of the following **qualifications**:

- Diploma of secondary education/school leaving certificate (minimum duration equal to 5 years). Applications can be submitted before receiving the diploma, but it must be obtained no later than **30<sup>th</sup> December 2024**, otherwise you will not be able to enrol.
- Experimental diploma of secondary education (minimum duration equal to 4 years) issued by a qualified education institution. Applications can be submitted before receiving the diploma, but it must be obtained no later than **30<sup>th</sup> December 2024**, otherwise you will not be able to enrol.
- Diploma of secondary education (minimum duration equal to 4 years) where it is not necessary the supplementary yearly course issued by a qualified education institution. In this case you shall pass the educational debit by **31<sup>st</sup> March 2026**, otherwise you will repeat the first year.
- International qualification achieved after at least 12 years of schooling, which entitles the admission to a comparable first-cycle degree programme in the country where the Diploma has been achieved (and also to have passed the admission test, when required in the home Country). Check the MUR website with information for the academic year 2024/2025 when available on: [www.studiare-in-italia.it/studentistranieri/](http://www.studiare-in-italia.it/studentistranieri/). More details here: [Enrolling in a first cycle or single cycle degree programme - foreign qualification](#). The qualification must be obtained no later than **30<sup>th</sup> December 2024**, otherwise you will not be able to enrol.
- Bachelor degree

2. **English language** requirements: at least **B2** level of the Common European Framework (CEFR) assessed within the procedure by an Admission Board.

The application process is also open to students who are about to graduate. Candidates will be admitted to the degree programme on the condition that they obtain their degree by **30<sup>th</sup> December 2024**. Candidates who do not meet this requirement will be excluded, even when successful.

## 1.2 Available places

**50 available places** for “Financial and Business Management” in the academic year 2024/2025:

- **n. 25 for Italian citizens, EU citizens and non-EU citizens with equivalent status;**
- **n. 25 for non-EU citizens with residency abroad.**

Additional information on the above categories can be found on the website <https://www.unibo.it/en/international/who-are-international-students/Who-are-international-students>

If the positions for “Financial and Business Management” reserved to non-EU citizens with residency abroad are not fully covered, EU citizens and non-EU citizens with equivalent status will take available places in the same academic year.

Positions left available at the end of the procedure may be taken by the degree programme Business Economics in Italian.

## SECTION 2 – SELECTION PROCEDURE

All interested candidates, even students already enrolled in years following the first, must follow this selection procedure and comply with requirements and deadlines stated in the general calendar.

### 2.1 How to apply

The two different round selections require two different applications and deadlines, so if you are not admitted in the first round, you need to repeat the application for the second round according to the general calendar.

Apply on [www.studenti.unibo.it](http://www.studenti.unibo.it) according to the [General calendar](#) and the steps below.

- **Log on to [www.studenti.unibo.it](http://www.studenti.unibo.it)** using your SPID or CIE username and password. The system will retrieve the data from SPID or CIE and will create your account [name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)

Under-age or international students who do not have an identity document issued in Italy may log on with their University username and password, which can be obtained by going to [www.studenti.unibo.it](http://www.studenti.unibo.it) and clicking on “Registrati” (register) and then “Registrazione studenti internazionali” (registration for international students).

Please avoid misspelling or incomplete data (complete name and surname, date of birth, email).

- **Click on "Apply for admission",** select "First cycle degree programme"
- **Select “Laurea”**
- **Choose "Economia dell’impresa / Business economics - curriculum Financial and Business Management”**
- **Upload in English** and in pdf format all supporting documents.

MANDATORY DOCUMENTS

- 1) **Curriculum vitae (CV Form) duly signed and presentation letter duly signed** (failure to use the CV Form or to sign CV and presentation letter will result in exclusion). The presentation letter is a personal statement detailing why you wish to study the course, your personal experiences, your future goals and any other information that you see as relevant to your application. Please download the “CV Form” available at this link:  
<https://corsi.unibo.it/1cycle/FinancialBusinessManagement/how-to-enrol>
- 2) Copy of a **valid identity document** (identity card or passport). If the identity document does not have an English translation, a copy of your passport must be attached.
- 3) Certificate/Diploma (for Non-EU applicants) or self-certification duly signed (for EU applicants or applicants with qualification achieved in Italy) of secondary education in English or Italian with qualification title, final grade, and transcript of records of the last or penultimate year, if the title has not been obtained yet.

#### OPTIONAL DOCUMENTS

- 4) TOLC or SAT test results (optional).
- 5) Any document providing evidence of work and study experiences abroad (optional).
- 6) Letter of reference (optional).
- 7) English language certificate (B2 level), if already possessed (optional).
- 8) Copy of residence permit (only for non-EU citizens, if possessed), when needed as evidence of EU equivalent status.

Save after double checking your data entry.

- **Pay**

In order to be admitted to the selection, applicants are requested to pay € 50 according to the steps indicated on [www.studenti.unibo.it](http://www.studenti.unibo.it) The payment is valid for both round selections, but no refund is possible.

**In order to be admitted to the evaluation, CV Form duly signed, application documents and application fee are requested.**

For any help on the online application, you can call the Help Desk +39 051 2088301 or email [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it)

Please note that if you are a non-EU citizen holding a residence permit for study purposes and you formally renounce your studies at this or another university, you will lose the requirements for staying in Italy and your residence permit will be revoked. In this case, you will have to return to your home country and start the pre-enrolment procedures through University at the competent Italian diplomatic representatives (Embassies/Consulates), within the deadlines set annually and published on the website [www.studiare-in-italia.it/studentistranieri/](http://www.studiare-in-italia.it/studentistranieri/)

## 2.2 Non-EU with residency abroad and non-EU with residency abroad with equivalent status

Admission of non-EU citizens with residency abroad and deadlines for the pre-enrolment procedure will be confirmed by the Ministry of University and Research [www.studiare-in-italia.it/studentistranieri/](http://www.studiare-in-italia.it/studentistranieri/) in March-June 2024.

Non-EU citizens with residency abroad and non-EU with residency abroad with equivalent status have to:

- hold a qualification granting access to first cycle university courses

- if you are admitted, submit the pre-enrolment to the Italian Representative for the bachelor degree in “Economia dell’impresa / Business economics - curriculum Financial and Business Management” on [www.university.it](http://www.university.it)

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

<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/non-eu-students-with-residency-abroad-reserved-quotas-pre-enrolment-visas-and-italian-language-tests>

## SECTION 3 – ADJUSTMENTS FOR CANDIDATES WITH DISABILITIES OR LEARNING DIFFICULTIES

Candidates with disabilities or learning difficulties can require specific adjustments within the application deadlines set in the general calendar.

Adaptations may consist of:

- additional time: 30% for candidates with learning difficulties (DSA), other specific developmental disorders and pathologies; 50% for candidates with a civil disability and/or handicap pursuant to Law 104/92.
- the possibility of using aids such as text-reading tools, non-scientific calculators, etc., or other devices to be assessed on the basis of the specific case and certification.

The list of possible adaptations can be found on the form.

1) Log on <https://studenti.unibo.it/sol/welcome.htm> and apply.

2) Fill in the **Adaptation Request Form** you can find in the section relating to the admission procedure, save it in .pdf and upload it in the relevant section.

If, due to organisational requirements and/or mandatory provisions, the required adaptation cannot be granted, an alternative measure of equal compensatory value will be defined.

3) Upload the required specialist documents, among:

- Diagnosis of Specific Learning Disorders (DSA), according to Law 170/2010, drawn up by the National Health Service (Servizio Sanitario Nazionale), an accredited private centre or a private specialist accompanied by a document of conformity issued by the National Health Service. The documentation must not be older than three years or drawn up after the age of 18.
- Certificate issued by a specialist of the National Health Service attesting a different type of specific developmental disorder that affects learning.
- Disability certification according to Law 104/92.
- Certification of civil invalidity.
- Medical documentation, drawn up by a specialist, certifying the presence of health conditions (physical and/or psychic) that may lead to an inability, even temporary, to study and take the test.

The documentation must be clear and complete with all the information needed to understand the specific needs of the candidate.

If you have both a certification under Law 104/92 and other medical certifications, it is important to submit both.

\*Consequent to the emergency situation that has led to a reduction in the activities of National Health Service (Servizio Sanitario Nazionale) outpatient clinics, applications will be accepted from candidates with a diagnosis of Specific Learning Disorders (DSA), as referred to in law no. 170/2010, even when submitting certificates issued more than three years previously or without compliance. Should this be the case, candidates must also demonstrate they are waiting for the certificate renewal by the National Health Service. Candidates may be requested to submit further documents. Certifications issued by private specialists must in any case be complete and drawn up in accordance with all the requirements defined by the Consensus Conference on Specific Learning Disorders of 2011.

Candidates with disabilities or learning difficulties with residency abroad who wish to make use of adaptations must submit the legalised certification attesting to their disability or learning difficulties status issued in their home country, together with an official translation in Italian or English.

The University bodies in charge of examining the aforementioned certifications ascertain that the foreign documentation certifies a condition of disability or specific learning disorder recognised by Italian law.

Make sure to double check you have uploaded **Adaptation Request Form** and medical certificates or other documents before sending the application.

Requests will be examined by the University Service for Students with Disabilities or Learning Difficulties who will assess their coherence with the adjustments requested according to Italian regulations. Should documents be incomplete or illegible a request for supplementation will be made by email [nome.cognome@studio.unibo.it](mailto:nome.cognome@studio.unibo.it) to candidates, who shall reply within the deadline set by email.

Any request must be received within the deadlines for this selection procedure. Candidates who fail to submit their application within the deadlines set in the general calendar or fail to send any supplementary documents requested within the deadlines indicated by the Service for Students with Disabilities or Learning Difficulties will not be granted the requested adaptations.

Candidates will be informed of adjustments granted by email from the Student administrative office.

If you have any questions regarding the procedure for requesting adaptations, please contact the Service for Students with Disabilities or Learning Difficulties by phone + 39 051 2080740 or email [ases.adattamentiammissione@unibo.it](mailto:ases.adattamentiammissione@unibo.it)

## **SECTION 4 – ADMISSION REQUIREMENTS**

An Admission Board of three official members or substitutes chosen among teachers of the degree programme will evaluate applications and assign points according to the following evaluation criteria.

### **Part 1: Evaluation (minimum score 55/100)**

- Merit and study background (it refers to qualifications, grades in the single subjects and final grade of diploma; particular attention will be given to quantitative subjects up to 20 points based on Maths grades) **up to 60 points.**

- English knowledge of level at least B2: **up to 10 points**;
- Curriculum vitae and motivation letter **up to 15 points**.
- Significant international study or professional experiences abroad during school years or within two years after school leaving **up to 15 points**.

Results of part 1 will be available according to the [General calendar](#) on [www.studenti.unibo.it](http://www.studenti.unibo.it)

Only candidates **ranking equal or higher than 55 points** out of 100 will be admitted to the second part of the selection procedure.

Candidates will have to log in with their username and password in order to see the online results and check the interview schedule. This is the sole and only notification.

### **Part 2: Interview (minimum score 55/100)**

The second part of the selection process consists of an **interview in English** evaluating:

- coherence of the candidate's profile with the objectives of Financial and Business Management **up to 50 points**.
- the personal motivation, attitude, skills of the candidate **up to 50 points**.

The interviews will take place according to the [General calendar](#) and the schedule available on <https://corsi.unibo.it/1cycle/FinancialBusinessManagement/index.html>

Candidates must show their personal identity card or passport (according to Italian DPR 445/2000 passport, identity card, driving license, etc. with photograph and an official stamp). Candidates without their identity card or passport will not be interviewed. The document must be the same indicated on the online application, as the Admission Board will check for correspondence. It is also recommended to show the payment receipt for the selection.

An alternative off-site interview method via Teams or similar (to be held on the same dates) may be allowed to international candidates or candidates asking for it. Candidates must show their personal identity card or passport.

The selection for the curriculum Financial and Business Management is **passed** with a score **equal to or higher than 110/200 (only if the minimum score of 55 has been achieved in both evaluation and interview steps)**.

**The selection will take place even if the number of applications is less than the number of places available or if the candidates interviewed are less than those admitted to the interviews.**

## **SECTION 5 – RANKING LIST**

The admission ranking lists of candidates is done both for the non-EU and the EU applicants in decreasing order according to the [General calendar](#). In case of a tie between two or more candidates in the ranking list, priority will be given to the youngest.

Ranking lists are published on [www.studenti.unibo.it](http://www.studenti.unibo.it) in "Request detail". This is the sole and only notification and no further notification will be sent out to candidates.



The ranking lists of the first and the second round selection are separate, so candidates applying to both rounds may result in different positions.

Candidates can be: successful, eligible, not eligible, excluded.

Candidates with a score higher than 110/200 (with a minimum 55 points in the evaluation and a minimum of 55 points in the interview) up to the maximum number of available places are **successful** and will be able to finalize enrolment procedure by the deadline set in the general calendar.

Candidates with a score higher than 110/200 (with a minimum 55 points in the evaluation and a minimum of 55 points in the interview) but exceeding the maximum number of places available are **eligible**, but not successful. They cannot enrol in the degree programme, but can be considered in case of available places. Eligible candidates shall declare their interest in open places according to the deadline set in the general calendar.

Candidates with a score lower than 55/100 are **not eligible** and will not be accepted in any case to enrolment.

Candidates excluded are excluded from the selection even if places are left available.

The ranking lists of the first and the second (possible) round selection are separate, so candidates applying to both rounds may result in different positions.

### **5.1 Additional Learning Requirements (OFA) – Additional mathematics skills**

All enrolled students must prove good command of mathematics, thus must sit an OFA test in Mathematics to detect possible lacks in the subject. Students with TOLC certificate (TOLC-E scored equal or higher than 3,5 in the Mathematics section) or SAT certificate (scored equal or higher than 400 in Mathematics) are exempted from OFA test.

Candidates possessing none of the above certificates must sit the OFA test in Mathematics taking place within the first two weeks of lessons. The test consists of 13 multiple-choice questions (1 point right answer and -0.25 wrong answer; minimum score 3,5). Should students fail the OFA test in Mathematics, they will receive an additional learning requirement (OFA), that will not prevent the enrolment. The OFA must be fulfilled by passing Mathematics exam or the specific OFA test, within the deadline set by the Degree Programme Board. The deadlines will be available online.

Students who receive the OFA in the academic year 2024/2025 will be enrolled in the second year (academic year 2024/2025) under condition, until they fulfil the OFA test by the latest deadline **31<sup>st</sup> March 2026**; students who fail to pass the OFA by then, will repeat the first year.

### **5.2 Open places**

Open places are left available places after enrolment procedure of all successful candidates. Only eligible candidates can apply for open places; non eligible candidates cannot.

This is no automatic procedure, so you need to declare your interest in open places. Once you have declared your interest in open places, you cannot change it. Eligible candidates who miss the deadline for declaration of interest in open places will be dismissed from the ranking list and will be excluded from further admission procedure.

According to the [General calendar](#) and the updated ranking list available online on [www.studenti.unibo.it](http://www.studenti.unibo.it) with the number of available places, all **eligible candidates**, when **interested in open places shall**:

1. log to [www.studenti.unibo.it](http://www.studenti.unibo.it) with username and password;

2. express their interest for open places by selecting the specific button “*Desidero essere recuperato*” – “Open places”, available after the ranking list is confirmed.
3. check the request detail for the receipt after clicking the button “*Desidero essere recuperato*”.

The list of eligible candidates is published on Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) in the application file detail, according to the dates indicated in the [General calendar](#).

Eligible candidates must enrol within the deadlines set out for enrolment of eligible candidates in the [General calendar](#).

## SECTION 6 – ENROLMENT PROCEDURE

Successful candidates must enrol according to deadlines set for each round selection in the [General calendar](#).

**First time enrolment** (section 6.1)

**Candidates who have not obtained their bachelor degree yet** shall graduate by **30<sup>th</sup> December 2024** or they will forfeit their right to finalize enrolment. Check [www.studenti.unibo.it](http://www.studenti.unibo.it) for further details.

**Candidates underage** (18 years) must download the [Consents form for underage students](#) and send it to the Student Administrative Office in Rimini [segrimini@unibo.it](mailto:segrimini@unibo.it) duly filled in and signed by their parents.

**Candidates requesting shortening of the programme** (consequent to withdrawal from studies, possessing a previous qualification, enrolment in single course units, etc.) after finalizing their enrolment and anyway by the **28<sup>th</sup> November 2024** shall send to the Student Administrative Office in Rimini the [Form for shortening the degree programme](#) as stated on the website <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/shortening-of-the-degree-programme>.

**Candidates enrolled in other Italian universities who want to transfer to the University of Bologna and candidates enrolled in other degree programme of the University of Bologna who want to change degree programme** (section 6.2 and 6.3)

For fees and benefits check the following section (section 5.4)

### 6.1. FIRST TIME ENROLMENT

No later than the deadline stated in the [General calendar](#):

1. login on line [www.studenti.unibo.it](http://www.studenti.unibo.it) with your username and password or with SPID or CIE,
2. select “ENROL”, then “FIRST CYCLE DEGREE”, then “Economia dell’impresa / Business economics - curriculum Financial and Business Management”. Fill-in your details online and upload a picture of your face ID format. Mind that in the event of false declarations, as well as incurring the penalties laid down in Article 496 of the Penal Code, you automatically forfeit your right to enrolment and any benefits obtained, without being entitled to any reimbursement of the fees paid;
3. provide payment of the first or single instalment, according to instructions on [www.studenti.unibo.it](http://www.studenti.unibo.it). Failure to pay will result in exclusion from the procedure. No late enrolment fee is permitted;
4. activate your student career:

- if you registered using SPID or CIE credentials: after making the payment, your university career will be activated directly, without any further action on your part, unless you fall into one of the cases described below;
- if you registered using your username and password: proceed with identification according to the procedures that you will find in the details of your request on Studenti Online.

Your career must be activated by the **28<sup>th</sup> February 2025** or you automatically forfeit your right to enrolment.

When your academic career is active you will be able to use the Unibo AlmaWi-Fi, access the online library, labs, submit your study plan, book for sitting exams and other administrative procedures and you will be also informed by email on how to print your badge.

- A) Students with civil disability equal to or more than 66% and/or with handicap pursuant to Law 104/92 must send the relevant certificates to the Student Administrative Office in Rimini <https://www.unibo.it/en/study/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-disabled-students>
- B) Students requiring recognition of a previous university career after enrolling and by the 28<sup>th</sup> November 2024 must send the [Form for shortening the degree programme](https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/shortening-of-the-degree-programme) to the Student Administrative Office in Rimini <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/shortening-of-the-degree-programme>
- C) Non-EU students with equivalent status possessing a qualification obtained in Italy must deliver copy of a valid residence permit to the International Desk in Rimini.
- D) Non-EU students with residency abroad must check information on <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/non-eu-students-with-residency-abroad-reserved-quotas-pre-enrolment-visas-and-italian-language-tests> and upload a copy of a valid residence permit, or should they be waiting for it its request receipt and the copy of the entry visa for study purposes on [www.studenti.unibo.it](http://www.studenti.unibo.it) “Bandi – Calls”, then “Immatricolazione a.a. 24-25 - caricamento dei documenti degli studenti internazionali e con titolo estero – Enrolment 24-25 documents for international students with foreign degree”: they will be enrolled under condition.
- E) Students with a foreign degree must check information on <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-first-or-single-cycle-degree-programme-foreign-qualification> and by the **28<sup>th</sup> February 2025** upload documents requested on [www.studenti.unibo.it](http://www.studenti.unibo.it) in “Bandi – Calls”, then “Immatricolazione a.a. 24-25 - caricamento dei documenti degli studenti internazionali e con titolo estero – Enrolment 24-25 documents for international students with foreign degree”. Upon arrival in Italy they have to make an appointment with the International Desk in Rimini and show original documents. Your career must be activated by the **28<sup>th</sup> February 2025** or you automatically forfeit your right to enrolment.

## 6.2 CANDIDATES ENROLLED IN OTHER ITALIAN UNIVERSITIES WHO WANT TO TRANSFER TO THE UNIVERSITY OF BOLOGNA

According to deadlines for enrolment indicated on the [General calendar](#) candidates enrolled in another Italian university willing to transfer to the University of Bologna have to:

1. login on line [www.studenti.unibo.it](http://www.studenti.unibo.it) with your username and password or with SPID or CIE, select “ENROL”, then “FIRST CYCLE DEGREE”, then “Economia dell’impresa / Business economics - curriculum Financial and Business Management”, fill in your details online and upload a picture of your face ID format. Mind that in the event of false declarations, as well as incurring the penalties laid down in Article 496 of the Penal Code,

you automatically forfeit your right to enrolment and any benefits obtained, without being entitled to any reimbursement of the fees paid;

2. provide first or single instalment payment within the deadline stated in the [General calendar](#) on [www.studenti.unibo.it](http://www.studenti.unibo.it)
3. submit transfer request to the home university according to their deadlines.

An additional transfer fee is required by the University of Bologna for official recognition that the Student Administrative Office will request on receipt of the documentation sent by your home university.

You will be able to carry out teaching activities at your home university until you submit your transfer application. Your academic career at the University of Bologna will be activated only after paying fees for enrolment and upon recognition of the shortening of the programme by the Degree Board. For more information, check this page: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transferring-to-the-university-of-bologna/transferring-to-the-university-of-bologna>

### **6.3 CANDIDATES ENROLLED IN OTHER DEGREE PROGRAMME OF THE UNIVERSITY OF BOLOGNA WHO WANT TO CHANGE DEGREE PROGRAMME**

#### **A) Students changing degree within the University of Bologna who applied in the first intake**

If you are currently enrolled in another degree course at the University of Bologna, have applied to the first round selection and wish to change degree programme within the University, within the enrolment deadlines set in the [General calendar](#), you must:

1. login on line [www.studenti.unibo.it](http://www.studenti.unibo.it) with your username and password or with SPID, select “ENROL”, then “FIRST CYCLE DEGREE”, then “Economia dell’impresa / Business economics - curriculum Financial and Business Management”, fill in your details online and upload a picture of your face ID format. Mind that in the event of false declarations, as well as incurring the penalties laid down in Article 496 of the Penal Code, you automatically forfeit your right to enrolment and any benefits obtained, without being entitled to any reimbursement of the fees paid;
2. provide first or single instalment payment within the deadline stated in the [General calendar](#) on [www.studenti.unibo.it](http://www.studenti.unibo.it)
3. submit the request from on [www.studenti.unibo.it](http://www.studenti.unibo.it) from **25<sup>th</sup> July to 19<sup>th</sup> September 2024** by clicking on “*Passaggio di corso*” – “Change degree programme”;
4. provide payment for changing degree programme.

You will be able to carry out teaching activities for your previous degree programme until you submit your change degree programme request. Your academic career for the new degree programme will be activated only upon recognition of the shortening of the programme by the Degree Board.

#### **B) Students changing degree within the University of Bologna who applied in the second intake:**

If you are currently enrolled in another degree course at the University of Bologna, have applied to the second round selection and wish to change degree programme within the University, within the enrolment deadlines set in the [General calendar](#) (**11<sup>th</sup> September 2024 or 19<sup>th</sup> September 2024** if you have enrolled for open places) must:

1. login on line [www.studenti.unibo.it](http://www.studenti.unibo.it) with your username and password or with SPID;
2. provide first or single instalment payment for the new academic year for the previous degree programme (make sure not to have pending payments for previous academic years);

3. submit the request form on [www.studenti.unibo.it](http://www.studenti.unibo.it) select “Passaggio di corso” – “Change degree programme” and fill in the data required;
4. provide payment for changing degree programme.

The change will be official upon confirmation by the Degree Board.

You will be able to carry out teaching activities for your previous degree programme until you submit your change degree programme request. Your academic career for the new degree programme will be activated only upon recognition of the shortening of the programme by the Degree Board.

## 6.4 TAXES AND BENEFITS

The enrolment fees for the 2024/2025 academic and information on benefits and exemptions will be published on the University website on the page <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>

Possibilities for other benefits can be found at this page: <https://www.unibo.it/en/university/organisation-and-campuses/university-services/university-services>

If you are interested in benefits related to the right to higher education, you can consult the relative call published by the Regional Authority for the Right to Higher Education on the websites [www.er-go.it](http://www.er-go.it) <https://www.er-go.it/international-students/> If you are enrolled in another degree programmes, please note that transfer or changing degree programme might involve losing the benefits, as the career is taken into consideration from the year you first enrolled at the university, regardless of the credits recognition or the admission to years following the first, so read the call carefully.

Students with civil disability equal to or more than 66% and/or with handicap pursuant to Law 104/92 must send the relevant certificates to the Student Administrative Office in Rimini. For more information, check this [website](#)

## SUMMARY and CONTACTS

### 1. REGISTER ON STUDENTI ON LINE

- Log on to [www.studenti.unibo.it](http://www.studenti.unibo.it) using your SPID or CIE username and password, select “Register” and then “Entra con SPID o CIE”. The system will retrieve the data from SPID or CIE and will create your account [name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)

Candidates underage or international students with no valid identity document released by Italian authorities can log in with Unibo username and password to be created on [www.studenti.unibo.it](http://www.studenti.unibo.it)

### 2. SELECTION PROCEDURE

- Log on to [www.studenti.unibo.it](http://www.studenti.unibo.it)
- select “ENROL”, then “FIRST CYCLE DEGREE”
- select “Economia dell’impresa / Business economics - curriculum Financial and Business Management”
- upload all the documents requested
- pay € 50

### 3. CHECK THE RANKING LISTS

Ranking lists will be made available on [www.studenti.unibo.it](http://www.studenti.unibo.it) by the deadlines set in the [General calendar](#)

### 4. ENROL

Successful candidates must enrol by the deadlines set for each round selection in the [General calendar](#) (check section 5 above). Failure to pay the first or single instalment will result in exclusion from the procedure.

### 5. OPEN PLACES

Eligible candidates must declare their interest in open places on [www.studenti.unibo.it](http://www.studenti.unibo.it) according to the deadlines in the [General calendar](#)

Further information on news on this selection will be made available on [www.studenti.unibo.it](http://www.studenti.unibo.it)

Information concerning the processing of personal data can be found at [www.unibo.it/PrivacyBandiCds](http://www.unibo.it/PrivacyBandiCds)

This call for applications is subject to the rules laid down by the Decree of the Ministry of Universities and Research no. 1154/2021. Appeals against the decision may be lodged with the competent Regional Administrative Court within 60 days of the publication of the notice.

Responsible for this call is Niccolò Martini, Head of the Student Administrative Office - Rimini Campus.

Offices closures on 2024 (check [www.unibo.it](http://www.unibo.it) for any further notice):

- 29 March and 1<sup>st</sup> April
- 25<sup>th</sup> and 26<sup>th</sup> April
- 1<sup>st</sup> May
- 2<sup>nd</sup> June
- 12<sup>th</sup>- 16<sup>th</sup> August

For administrative information:

<a href="#">Segreteria studenti Rimini</a> <b>Student Administration Office</b>	<a href="mailto:segrimini@unibo.it">segrimini@unibo.it</a> <a href="https://www.unibo.it/it/campus-rimini/servizi-di-campus/segreteria-studenti/segreteria-studenti">https://www.unibo.it/it/campus-rimini/servizi-di-campus/segreteria-studenti/segreteria-studenti</a>
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For problems with the online application (StudentiOnLine):

Helpdesk	<a href="mailto:help.studentionline@unibo.it">help.studentionline@unibo.it</a> telephone +39 051 2080301
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For information on entry rules in Italy, foreign qualifications, benefits for international students:

<a href="#"><u>International Desk - Rimini Campus</u></a>	<a href="mailto:campusrimini.internationaldesk@unibo.it"><u>campusrimini.internationaldesk@unibo.it</u></a> <hr/> <a href="https://www.unibo.it/it/campus-rimini/servizi-di-campus/esperienze-internazionali/international-desk-rimini"><u>https://www.unibo.it/it/campus-rimini/servizi-di-campus/esperienze-internazionali/international-desk-rimini</u></a> <hr/>
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For information on taxes and benefits:

<a href="#"><u>Ufficio contribuzioni studentesche</u></a>	<a href="mailto:ases.contribuzionistudentesche@unibo.it"><u>ases.contribuzionistudentesche@unibo.it</u></a> <hr/> <a href="https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees"><u>https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees</u></a>
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For information on disabilities or learning difficulties:

<a href="#"><u>Servizio per gli studenti con disabilità</u></a>	<a href="mailto:ases.adattamentiammissione@unibo.it"><u>ases.adattamentiammissione@unibo.it</u></a> <a href="http://www.studentidisabili.unibo.it"><u>www.studentidisabili.unibo.it</u></a>
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The Head of the Rimini Campus