



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

**Call for Applications for the admissions to the Bachelor's Degree Programmes in Business and Economics – CLABE (Bologna) and Management and Economics – CLAME (Forlì) with limited number of positions.**

*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 will be valid, and will prevail in the exact interpretation of the rules contained within.*

**Academic Year 2024/2025**

The present call for applications contains the rules and procedures to be admitted to the above Bachelor's degree programmes.

For information about the degree programmes, click on the links below reported in the table.

**Please regularly check Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) and your e-mail account ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)) at the link <https://posta.studio.unibo.it>. You will be informed about your situation (i.e. ranking, clearing procedure, enrolment, etc....) exclusively through these channels.

<b>Degree programme code</b>	<b>Name of the Degree programme</b>	<b>Class</b>	<b>Degree Programme website</b>
8965	Business and Economics (Bologna)	L-18	<a href="https://corsi.unibo.it/1cycle/CLaBE">https://corsi.unibo.it/1cycle/CLaBE</a>
5892	Management and Economics (Forlì)	L-18	<a href="https://corsi.unibo.it/1cycle/Management">https://corsi.unibo.it/1cycle/Management</a>

INDEX

GENERAL CALENDAR .....	- 2 -
1. REQUIREMENTS AND GENERAL INFORMATION .....	- 4 -
2. HOW TO APPLY (ENROLMENT IN THE SELECTION PROCEDURE) .....	- 6 -
3. COLLEGE BOARD: REQUEST TO SEND OFFICIAL SAT RESULTS TO THE UNIVERSITY OF BOLOGNA .....	- 8 -
4. SELECTION PROCEDURE .....	- 8 -
5. RANKING .....	- 9 -
6. ENROLMENT IN THE DEGREE PROGRAMME .....	- 9 -
7. REALLOCATION OF VACANT POSITIONS AND TRANSFERS .....	- 15 -
8. FINAL REMARKS AND CONTACTS .....	- 19 -

## GENERAL CALENDAR

The deadlines indicated below are **mandatory** and cannot be waived in any way, otherwise you will be excluded from the selection procedure.

**FIRST INTAKE** (for Italian citizens, EU citizens, non-EU citizens with equivalent status, non-EU citizens residing abroad competing with EU students for admission and non-EU citizens residing abroad):

<b>STEPS</b>	<b>DEADLINES</b>
<b>1. Application (enrolment in the selection procedure) (UniBo must receive your SAT-General Test score by 29/April/2024)</b>	From 5/Feb/2024 to 29/April/2024 - 1 p.m. (local time)
<b>2. Posting of the ranking</b>	24/May/2024
<b>3. Enrolment in the degree programmes for admitted candidates</b>	From 29/May/2024 to 5/June/2024
<b>4. Declaration of interest in the first reallocation of vacant positions/transfer to the preferred programme</b>	From 29/May/2024 at 3 p.m. to 5/June/2024
<b>5. Posting of candidates admitted to the first reallocation/transfer</b>	7/June/2024
<b>6. Period of enrolment for candidates admitted to first reallocation/transfer activation</b>	From 7/June/2024 to 14/June/2024
<b>7. Declaration of interest in the second reallocation of vacant positions/transfer to the preferred programme</b>	From 7/June/2024 at 3 p.m. to 14/June/2024
<b>8. Posting of candidates admitted to the second reallocation/transfer</b>	18/June/2024
<b>9. Period of enrolment for candidates admitted to second reallocation/transfer activation</b>	From 18/June/2024 to 25/June/2024

**SECOND INTAKE** (for Italian citizens, EU citizens, non-EU citizens with equivalent status and non-EU citizens residing abroad competing with EU students for admission):

<b>STEPS</b>	<b>DEADLINES</b>
<b>1. Application (enrolment in the selection procedure) (UniBo must receive your SAT-General Test score by 1/July/2024)</b>	From 06/May/2024 to 1/July/2024 - 1 p.m. (local time)
<b>2. Posting of the ranking</b>	22/July/2024
<b>3. Enrolment in the degree programmes for admitted candidates</b>	From 25/July/2024 to 31/July/2024
<b>4. Declaration of interest in the reallocation of vacant positions/transfer to the preferred programme</b>	From 25/July/2024 at 3 p.m. to 31/July/2024
<b>5. Posting of candidates admitted to the reallocation/transfer</b>	2/August/2024
<b>6. Period of enrolment for candidates admitted to reallocation/transfer activation</b>	From 2/August/2024 to 8/August/2024

**POSSIBLE THIRD INTAKE** (for Italian citizens, EU citizens, non-EU citizens with equivalent status and non-EU citizens residing abroad competing with EU students for admission). The intake will take place only in case of vacant positions.

<b>STEPS</b>	<b>DEADLINES</b>
<b>1.</b> Application (enrolment in the selection procedure) <b>(UniBo must receive your SAT-General Test score by 2/September/2024)</b>	From 26/Aug/2024 to 2/Sept/2024 - 1 p.m. (local time)
<b>2.</b> Posting of the ranking	12/Sept/2024
<b>3.</b> Enrolment in the degree programmes for admitted candidates	From 16/Sept/2024 to 23/Sept/2024
<b>4.</b> Declaration of interest in the reallocation of vacant positions/transfer to the preferred programme	From 16/Sept/2024 at 3 p.m. to 23/Sept/2024
<b>5.</b> Posting of candidates admitted to the reallocation/transfer	25/Sept/2024
<b>6.</b> Period of enrolment for candidates admitted to reallocation/ transfer activation	From 25/Sept/2024 to 3/Oct/2024

<b>Deadline to obtain the high-school diploma</b>	<b>30/Dec/2024</b>
---	--------------------

## 1. REQUIREMENTS AND GENERAL INFORMATION

In order to be admitted to the degree programme, you have to participate in one of the selection procedures (intakes).

There are **two intakes** and **one possible extraordinary one** – for each one, you have to meet the deadlines indicated in the [General Calendar](#).

In order to participate, you have to fulfil the admission requirements indicated in the paragraph 1.1 “Admission requirements”.

### 1.1. Admission requirements

You can be admitted to the selection procedure (and you will be able to enrol in the degree programme) if:

- You hold at least one of the following **qualifications**:
  - 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 **30 December 2024**, 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 31<sup>st</sup>, 2026. If you fail, you will be enrolled in the 1<sup>st</sup> 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 30<sup>th</sup>, 2024, otherwise your enrolment will be cancelled.
- You have taken the **Digital SAT** test.  
The **SAT Test** is organized by the College Board [www.collegeboard.org](http://www.collegeboard.org) and you can take it in any of the SAT Centres in Italy or abroad.  
**You do not have to take the ESSAY of the SAT Test because it does not supply any additional points.**  
**The SAT Tests are valid if you have taken them starting from 1<sup>st</sup> February 2022.**

The SAT score is valid and you can be admitted to the selection procedure only if your SAT score has been received by the University of Bologna within the deadline established for each intake (see the [General Calendar](#)).

A good proficiency (B2 level at least) in English is required. Candidates are considered to have met the language requirement by taking the SAT Test since it is held in English.

## 1.2. Available positions

For the academic year 2024/2025, the following positions are available in the two intakes:

<b>Degree programme</b>	<b>Total n. of positions</b>	<b>1<sup>st</sup> intake</b>	<b>2<sup>nd</sup> intake</b>	<b>Possible extraordinary intake</b>
<b>8965 – BUSINESS AND ECONOMICS - CLABE</b>	<b>167</b>	50 – EU and equivalent 32 – non-EU residing abroad	85 + possible residual positions from the 1 <sup>st</sup> intake – EU and equivalent only	Only residual positions (if any) – EU and equivalent only
<b>5892 – MANAGEMENT AND ECONOMICS – CLAME</b>	<b>60</b>	30 – EU and equivalent 10 – non-EU residing abroad	20 + possible residual positions from the 1 <sup>st</sup> intake – EU and equivalent only	Only residual positions (if any) – EU and equivalent only

**Additional positions for special programmes:** 13 positions for CLABE and 5 positions for CLAME. The selection procedures for candidates participating in special programmes may take place at different times to those indicated in this call due to the different admission procedure timeframes. For information, contact: [internationaldesk@unibo.it](mailto:internationaldesk@unibo.it).

The positions are split into two quotas:

- **Positions for Italian citizens, EU citizens, non-EU citizens with equivalent status and non-EU citizens residing abroad competing with EU students for admission** who can participate in all the intakes.
- **Positions for non -EU citizens residing abroad** (international students' quota) who can participate exclusively in the first intake for the quota reserved for them.

If the positions reserved for non-EU citizens residing abroad are not fully covered, they will be made available to the EU and non-EU citizens with equivalent status quota in the second intake.

If the positions reserved for special programmes are not fully covered, they will be made available to the EU citizens and non-EU citizens with equivalent status quota in the second intake.

## 2. HOW TO APPLY (enrolment in the selection procedure)

You can participate:

- In **all the intakes** if you are an Italian citizen, EU citizen or non-EU citizen with equivalent status, following the instructions in **paragraph 2.1**;
- In **all the intakes** if you are a **non-EU citizen residing abroad competing with EU students**, following the instructions in **paragraph 2.1**. Indeed, even if you are exempted from the quota reserved for non-EU international students, you have to fulfil the procedures for non-EU citizens residing abroad;
- In the **first intake** only if you are a **non-EU citizen residing abroad**, following the instructions in **paragraph 2.1**.

**Carefully check the quota you have to refer to** at the link

<https://www.unibo.it/en/international/Who-are-international-students>

For non-EU citizens with equivalent status, please check very carefully which types of residence permit allow for the equivalence. If you participate in the selection process as a non-EU citizen with equivalent status without being in possession of the equivalence requirements, you will not be able to complete the enrolment even if you have already been admitted and paid for the first instalment.

**You may express up to two preferences, the programme of first choice being the one of greatest interest.**

Anyone wishing to enrol in the programme (even if wishing to enrol in the 2<sup>nd</sup> or 3<sup>rd</sup> year) must undergo selection procedure according to the steps and deadlines in this call for applications.

### 2.1. Guidelines on how to apply

Apply for one of the intakes on [Studenti Online](#) within the mandatory deadlines established in the [General Calendar](#) and follow the steps reported below.

**The application for one of the intakes is valid for that intake only and not for the following ones.**

If you are not admitted to the programme in one intake and you want to apply for a following one, you have to apply again according to the mandatory deadline established for each intake in the [General Calendar](#), otherwise you will be excluded from the selection procedure.

- **Connect to Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) **using your SPID or CIE account**. The system collects automatically your data and creates your University of Bologna Username ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)).

If you are a minor or an international student without an identity document issued in Italy, you can obtain your username and password at [www.studenti.unibo.it](http://www.studenti.unibo.it) selecting "Register" then "International students' registration".

**Attention!** The data entered on [www.studenti.unibo.it](http://www.studenti.unibo.it) (name, surname, date and place of birth, e-mail address) must be the same as the ones entered on [www.collegeboard.org](http://www.collegeboard.org) (that

will be reported in the SAT Test certification), otherwise you will be excluded from the admission procedure.

**Compulsory requirements to be included in the ranking:**

- the **personal data** registered on Studenti Online [www.studenti.unibo.it](http://www.studenti.unibo.it) (name, surname, date and place of birth) **must coincide** with the data reported on the SAT Test certification used to participate in the selection, **otherwise you will be excluded from the selection procedure;**
- **the email address** indicated at the time of registration on the College Board website must be the same of one of the two email addresses indicated on your personal profile on StudentiOnline (below reported), **otherwise you will be excluded from the selection procedure:**
  - a) the institutional email address, automatically assigned by the University, with the format [name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)
  - OR
  - b) the personal e-mail address entered when registering on Studenti Online

- **Enrol in the selection procedure.**

- Click on “Admission Application – Take part in the selection”;
- Select “First-cycle degree programme”;
- Select “Admission to the degree programmes CLABE (BUSINESS AND ECONOMICS) – CLAME (MANAGEMENT AND ECONOMICS)”.
- Select the degree programme or programmes you wish to apply for. You can apply for one programme only or for both. If you apply for both, you can indicate your preference (the first-choice programme is the one you are more interested in).

**Pay close attention to the preferences as, once entered, they cannot be modified, regardless of the reasons given.**

- **Upload the required documents**

Italian, EU citizens and non-EU citizens with equivalents must upload:

- Copy of ID card/passport;
- Copy of a valid residence permit or receipt of the renewal request (mandatory only for non-EU citizens with equivalent status).

Non-EU citizens residing abroad must upload:

- Copy of the passport.

- **Pay the application fee.**

Follow the instructions on Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) and pay the 20,00 € application fee. **The application fee cannot be reimbursed in any case, and it is valid also to participate in the following intakes** of the present call for applications. (Please see the [General Calendar](#)).

**The enrolment in the selection procedure is valid only after the payment.**

**You are admitted to the selection procedure only if you have completed the enrolment in the selection procedure and paid the application fee within the deadlines and according to the procedures mentioned above.**

**Once the deadline to apply has expired, it will not be possible to change your preference for the programmes anymore.**

If you need assistance to fill in your application, you can contact the Studenti Online Help Desk at the phone n. + 39 051 20.80.301 or by e-mail at [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it).

**PLEASE NOTE:**

If you are a non-EU citizen with a permit of stay for study reasons and you formally **withdraw from studies** in this or another University, **you lose the requisites to study in Italy with the consequent revocation of the permit of stay**. Therefore, you will have to go back to your home country and pre-enrol at the relevant Italian diplomatic representations on [www.universitaly.it](http://www.universitaly.it) within the deadlines defined every year and published at [www.studiare-in-italia.it/studentistranieri/](http://www.studiare-in-italia.it/studentistranieri/).

**3. COLLEGE BOARD: REQUEST TO SEND OFFICIAL SAT RESULTS TO THE UNIVERSITY OF BOLOGNA**

All candidates must request the College Board to send the official results (official score report) to the University of Bologna using the relevant code (code 6993), otherwise they will be excluded from the selection procedure. Please note: the SAT score report must be sent by the College Board within the deadlines reported in the [General Calendar](#).

**Please note: if the College Board does not send your SAT score within the deadline indicated in the General Calendar, you are excluded from the ranking and therefore will not be able to enrol in the programme. Therefore, we recommend asking the College Board to send your official score report in advance, taking into account the timing for the release of test results and for their transmission by the College Board itself. Candidates must collect information about the timing for the release of the SAT Official Score and about the possibility for rush reporting directly with the College Board.**

**No other methods of sending SAT scores shall be accepted.**

**4. SELECTION PROCEDURE**

The ranking is drawn up by an admission board, made of at least three professors and assistant professors chosen among the teaching and research staff of the degree programmes, that is appointed to guarantee that the selection procedure is correctly carried out. The rankings are based on the SAT scores received by the College Board in accordance with the instructions at paragraph 2.1.

Only the SAT tests taken starting from **1<sup>st</sup> February 2022** are valid in order to be admitted to the selection procedure.

If several SAT scores are received for the same candidate, the one with the highest total score shall be considered for the ranking.



## 5. RANKING

For each intake, candidates are listed in the ranking according to their score.

The rankings are officially notified on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)), in the main page - in the detail of your applications (in the list of “ongoing requests”) on the dates indicated in the [General Calendar](#).

This publication is the only legal means of notifying the outcomes of the selection procedures.

The position obtained in one intake is not relevant for the following ones. **The selection procedure of each intake is independent from the other ones.**

### 5.1. Assessment Criteria

The committee will extrapolate the SAT scores and draft candidates’ rankings according to their SAT score divided by 10.

If several scores (valid for the selection procedure) are received for the same candidate, the highest one shall be considered.

In case two candidates receive the same score, priority will be given to the youngest candidate.

**Please note: Candidates are admitted to the degree programmes taking into account, first of all, their position in the general ranking and, if possible (i.e., if there are available positions), the preference they expressed during the application procedure.**

Therefore, if you have applied for both degree programmes and you are admitted in the general ranking, but there are no available positions in your preferred programme (first choice), you are admitted and shall enrol in the degree programme indicated as the second choice, according to the places available for each intake.

Candidates admitted to their first- or second-choice degree programme, must enrol within the deadlines and according to the procedures of the present call. Otherwise, they shall be deemed to have tacitly renounced to both the degree programmes (CLABE or CLAME), independently of the reasons, and they shall be excluded from any of following phases of the procedure.

### 5.2. Ranking and Additional learning requirements (OFA – Obbligo formativo aggiuntivo)

In all the intakes, the Additional learning requirements (OFA) are assigned to candidates who obtained a score lower than 500/800 in the “Math” section of the SAT Test.

The deadline to complete the OFA is March 31<sup>st</sup>, 2026. Students who do not complete the OFA within the deadline will be still enrolled in the 1<sup>st</sup> year (as repeating students) for the a.y. 2025/26.

## 6. ENROLMENT IN THE DEGREE PROGRAMME

If you are admitted in the ranking, you must enrol within the mandatory deadlines of each intake, indicated in the [General Calendar](#).

**Please note:** Candidates admitted to the second-choice degree programme must enrol according to the specified procedures and deadlines. Otherwise, they will be considered as implicitly renouncing for all the options expressed at the time of application, regardless of any justifying reasons, and they will be excluded from any subsequent phases of the selection process, including the reallocation for vacant position/transfer to the 1<sup>st</sup> choice programme procedure.

If you enrol for the first time, follow the procedures indicated at paragraph 6.1.

**If you have not obtained your high-school diploma** yet, please check the specific additional procedures on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)).

**If you are a minor** (i.e., you are younger than 18 years old) when you enrol, download the “Consent form for underage students” form at this [webpage](#). The form has to be filled in and signed by your parents and sent to the Student Office for Economics, Management and Statistics for CLABE and to the Student Office of Forlì campus for CLAME.

**If you wish to ask for the recognition of your previous careers:** after your enrolment and within **28<sup>th</sup> November 2024**, you have to submit the request for the [Shortening of the degree programme – University of Bologna \(unibo.it\)](#) according to the information at the link above. For CLABE you have to refer to the Student office of Economics, Management and Statistics; for CLAME to the Student office of Forlì campus.

If you are a student with a civil disability certification equal to or greater than 66% or with certification under law 104/92, in order to obtain the exemption from tuition fees, you must send the certificate attesting to your condition to the email address of the Student Office of Economics, Management and Statistics for CLABE and to the Student Office of Forlì Campus for CLAME, (for information: <https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-disabled-students>).

If you are enrolled in another University and you want to transfer (**transfer from another University**) or if you are enrolled in another degree programme of the University of Bologna and you want to change your degree (**change of the degree programme**), follow the instructions at paragraphs 6.2 or 6.3.

Information about **fees and scholarships** is available at paragraph 6.4.

### **6.1. How to enrol for the first time**

Within the mandatory deadlines indicated for each intake in the [General calendar](#), you have to:

- **Connect to Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)), with your **SPID** or **CIE** account or with the username ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)) and password received when applying;
- **Select “Enrolments”, then “1<sup>st</sup>-cycle degree programme/bachelor’s degree” and the programme you have been admitted to**, enter the data required and upload your passport-sized photo. In the event of false declarations, in addition to incurring the penalties laid down

in Article 496 of the Italian Penal Code, you will automatically lose your right to enrol and any related benefits, without being entitled to any reimbursement of the payments made;

- **Pay** the first instalment or the entire annual amount of the tuition fees according to the procedures indicated on [Studenti Online](#). **If you do not pay in time, you will be excluded from the enrolment procedure** (late payments with additional fees are not accepted).
- **Activate your student career:**
  - If you enrolled using your **SPID** or **CIE** account: after paying, your career will be automatically activated (unless you are in one of the cases listed below);
  - If you enrolled using your username and password: you have to follow the procedures that you will find in the details of your enrolment request on studenti online.

**You have to activate your career within 28<sup>th</sup> February 2025**, otherwise your enrolment will be cancelled.

After activating your career, you will have access to the university services such as the online study plan, enrolment in exams, Wi-Fi, online library resources and laboratory and career management (programme transfer, transfer to another university, withdrawal from studies). Moreover, you will receive an e-mail with the instructions to print the student card.

**In the following cases, check the further steps required to complete the activation of your career:**

- **If you are a non-EU citizen with equivalent status holding a qualification obtained in Italy:** you must send a copy of the valid residence permit that allows for equivalence to the relevant student office e-mail address (Student Office of Economics, Management and Statistics for CLABE and Student Office of Forlì Campus for CLAME);
- **If you are a student holding a foreign qualification**, you shall check the information at the link <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-first-or-single-cycle-degree-programme-foreign-qualification> , access to Studenti Online, select “Call for applications (bandi)”, select “Enrolment a.y. 24\_25 - *international students and students with qualifications obtained abroad documents upload*”, upload the documents connected with your qualification and book an appointment to show the original documents with the Student Office of Economics, Management and Statistics for CLABE and the Student Office of Forlì Campus for CLAME;
- **If you are a non-EU citizen with equivalent status holding a qualification obtained abroad:** you shall check the information at the link <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-first-or-single-cycle-degree-programme-foreign-qualification> , access to Studenti Online, select “Call for applications (bandi)”, select “Enrolment a.y. 24\_25 - *international students and students with qualifications obtained abroad documents upload*”, upload the documents connected with your qualification and copy of a valid permit of stay allowing for equivalence and book an appointment to show the original documents with the Student

Office of Economics, Management and Statistics for CLABE and the Student Office of Forlì Campus for CLAME.

**Attention:** Please carefully verify who non-EU citizens with equivalent students are and what types of residence permits allow for equivalence at <https://www.unibo.it/en/international/who-are-international-students/Who-are-international-students>. If you participate in the selection procedure as a non-EU citizen with equivalent status without a valid qualification allowing for equivalence, you will not be able to complete the enrolment, even if you have already been admitted and paid for the first instalment of tuition fees;

- **If you are a non-EU Citizen residing abroad holding a foreign qualification**, you shall check the information at the link <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>, access to Studenti Online, select “Call for applications (bandi)”, select “Enrolment a.y. 24\_25 - international students and students with qualifications obtained abroad documents upload”, upload the documents connected with your qualification and a copy of your VISA for study reasons. Moreover, upon your arrival, you have to book an appointment to show the original documents with the Student Office of Economics, Management and Statistics for CLABE and the Student Office of Forlì Campus for CLAME.

**Attention:** even if you have been admitted to the degree programme and accepted by the University, you do not have any right to complete the enrolment even if you have already obtained an entry visa and you are physically in Italy or you are suitable/have received a scholarship/contribution of any kind, or if you have been accepted under conditions in order to start your academic activities. In order to complete your enrolment in the programme, it is necessary to verify that your foreign qualification is authentic and eligible for the enrolment. The formal verification of the academic qualification will be conducted by the International Student Office for CLABE or by the Student Office of Forlì campus for CLAME after the payment of the first instalment of tuition fees and the submission of all the original required documents.

- **If you who want to apply for simultaneous enrolment in two degree programmes**, check the information <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/simultaneous-enrolment-in-different-courses> to verify whether it is possible and the required procedure.

## 6.2. How to enrol if you transfer from another University

Within the deadlines indicated in the [General Calendar](#) you have to:

- **Connect to Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) with your SPID or CIE account or with the University username ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)) and password obtained when applying;

- **Select “Enrolments”, then “1<sup>st</sup>-cycle degree programme/bachelor’s degree” and the programme you have been admitted to**, enter the data required, upload your passport-sized photo and specify the University you come from. In the event of false declarations, in addition to incurring the penalties laid down in Article 496 of the Italian Penal Code, you will automatically lose your right to enrol and any related benefits, without being entitled to any reimbursement of the payments made;
- **Pay** the first instalment or the entire annual amount of the tuition fees according to the procedures indicated on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)).
- **Submit the transfer application to the University of origin** within the deadlines established by the University of origin.

Your career at the University of Bologna will be active only after your degree-programme board formally declares the recognition of your previous studies and the prosecution of the studies in the degree programme.

You can take learning activities in the university of origin until you submit your transfer application.

Once the Student office receives the documents from your University of origin, you will be asked to pay for a specific **transfer fee**.

For more information, please see the following webpage: [Transferring to the University of Bologna – University of Bologna \(unibo.it\)](http://www.unibo.it/it/transfer).

### **6.3. How to enrol if you change your degree programme within the University of Bologna and if you participated in the first intake**

If you are currently enrolled in another degree programme of the University of Bologna and you participated in the first intake of the present call, you have to follow the procedures indicated below within the deadlines specified in the [General Calendar](#):

- **Connect to Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) with your UniBo account ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it))
- **Select “Enrolments”, then “1<sup>st</sup>-cycle degree programme/bachelor’s degree” and the programme you have been admitted to**, enter the data required and upload your passport-sized photo. In the event of false declarations, in addition to incurring the penalties laid down in Article 496 of the Italian Penal Code, you will automatically lose your right to enrol and any related benefits, without being entitled to any reimbursement of the payments made;
- **Pay** the first instalment or the entire annual amount of the tuition fees according to the procedures indicated on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it))
- **Starting from 25<sup>th</sup> July 2024 and within October 3<sup>rd</sup> 2024, fill in** the degree-programme change application on Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)):
  - **Click on “PASSAGGIO DI CORSO”** (i.e., degree-programme change) and enter the required data;

- **Pay for the degree-programme change fee** (if you enrol after being admitted in the first intake, the amount will be notified after the decision of the competent bodies)

Your career in the new study degree programme will be active only after your degree-programme board formally declares the recognition of your previous studies and the prosecution of the studies in the degree programme.

You can take learning activities in the degree programme of origin until you submit your degree-programme change application.

### **6.3.1. How to enrol if you change your degree programme within the University of Bologna and participated in the second intake or in the extraordinary one.**

If you are currently enrolled in another degree programme of the University of Bologna and you participated in the second intake or in the extraordinary one, you have to follow the procedures below within the deadlines indicated in the [General Calendar](#):

- **Connect to [Studenti Online](#)** with your SPID or CIE account or with the University username ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)) and password obtained when applying;
- **pay** the first instalment or the entire annual amount of the tuition fees of the course of origin (having paid all tuition fees for the previous academic years);
- **submit the request to change course by clicking on “PASSAGGIO DI CORSO”** (i.e, degree-programme change) entering the required data;
- **Pay for the degree programme change fee.**

Your career in the new study degree programme will be active only after your degree-programme board formally declares the recognition of your previous studies and the prosecution of the studies in the degree programme.

You can take learning activities in the degree programme of origin until you submit your degree-programme change application.

### **6.4. Tuition fees and study grants**

The amount of the tuition fees and information about grants and exemptions are available at:

<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>.

Tuition fees are calculated proportionally to the currently valid ISEE (personal income) value, if submitted according to the procedures and deadlines indicated at the webpage above.

**If you do not submit the ISEE, you will have to pay for the maximum amount of the tuition fees for your degree programme.**

You can find more information about other subsidies at [Services and opportunities — University of Bologna \(unibo.it\)](#)

If you are interested in the right to higher education benefits, please see the call for applications published by the Regional Agency for the Right to Higher Education at [www.er-go.it](http://www.er-go.it).

If you are enrolled in a different degree programme before requesting to transfer or change your degree programme, please carefully check the requirements of merit to access the benefits described in the ER.GO Call for Applications published at [www.er-go.it](http://www.er-go.it), as students' careers will be assessed starting from their first enrolment in the University, regardless of the recognition obtained or the course year assigned to students by the Degree-Programme Board. This could be a possible reason for a loss of benefits.

## 7. REALLOCATION OF VACANT POSITIONS AND TRANSFERS

**The candidates admitted to the second-choice degree programme, must enrol** according to the procedures and deadlines of the present call **otherwise they are considered tacitly renouncing all the options** indicated when applying, regardless of any justifying reasons, and they will be excluded from any subsequent phases of the selection process, including relocation and transfer procedures.

With the reallocation procedure, after the enrolment by admitted candidates, possible vacant positions are assigned to eligible candidates according to their position in the ranking and to the preference expressed during the application procedure.

With the transfer procedure, candidates enrolled in their second-choice degree programme can be moved to their first-choice course, in case of vacant positions.

**The reallocation/transfer is not automatic. Candidates must always declare their interest in participating in the reallocation/transfer procedure.**

There are two reallocation/transfers procedures at the end of the first intake and one at the end of the second and extraordinary ones.

You have to declare your interest in participating in the reallocation of vacant positions/transfer within the mandatory deadlines indicated in the [General Calendar](#), otherwise you cannot participate in this procedure.

**Once you declare your interest in participating in the reallocation of vacant positions/transfer, you will not be able to change it anymore.**

The list of candidates who have been assigned possible vacant positions/transferred to the preferred degree programme is published on Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) in the details of your application, on the dates established in the [General Calendar](#).

### 7.1. Declaration of interest on the reallocation of vacant positions

**If you are eligible in the ranking (ranked after the last admitted candidate) and you are interested in the reallocation of possible vacant positions, you have to declare your interest by clicking on the button “I wish to be reassigned”** in the details of your application (“ongoing requests”) available in the application detail section after the posting of the ranking, according to the deadlines established in the [General Calendar](#).

If you do not declare your interest, you automatically withdraw from the enrolment procedure for all the choices expressed when applying, regardless of your motivations and you will be excluded from all the following phases of the selection procedure.



## 7.2. Declaration of interest in transferring to the first-choice degree programme

If you are **enrolled in your second-choice degree programme** and you are interested in being transferred to your first-choice programme, **you must declare your interest in being transferred** within the mandatory deadline indicated in the calendar. Otherwise, you will remain permanently assigned to the degree programme in which you are enrolled.

With the transfer, students enrolled in their second-choice degree programme ask to be transferred to their first-choice programme. The transfer will take place only if there are positions available in the preferred degree programme.

**Please note:** in the first intake there are two reallocation/transfer procedures therefore if you do not participate in the first one, you will not be able to participate in the second one.

The reallocation of vacant positions/transferring procedure includes two phases:

### **PHASE 1 - DECLARATION OF INTEREST IN THE REALLOCATION OF VACANT POSITIONS/TRANSFER: REALLOCATION OF VACANT POSITIONS**

If you are "Eligible" in the ranking (ranked after the last admitted candidate) and you are interested in the reallocation of possible vacant positions, you have to follow the steps below within the mandatory deadlines at point 4 and 7 of the [General Calendar](#):

1. access Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)), using your SPID or CIE account or by entering your username ([nome.cognome@studio.unibo.it](mailto:nome.cognome@studio.unibo.it)) and password;
2. declare your interest in the reallocation of vacant positions, by clicking on the "I wish to be reassigned" button in the details of the application, after the posting of the ranking.

Possible vacant positions are **reallocated exclusively according to ranking list order**.

If you do not request to participate in the reallocation of vacant positions according to the above-mentioned procedure, you are excluded from all the following procedures.

'Not-eligible', 'Absent' or 'Excluded' candidates cannot participate in the reallocation of vacant positions.

The list of candidates admitted to the reallocation of vacant positions will be published on [www.studenti.unibo.it](http://www.studenti.unibo.it) by the deadlines established at point 5 and 8 of the [General Calendar](#).

The list is exclusively published on Studenti Online as is considered the only legal way to communicate the outcomes of the reallocation procedure.

### **TRANSFER**

If you are **enrolled in your second-choice degree programme** and you are interested in being transferred to your first choice, you must:

1. be enrolled in the second-choice programme according to the deadlines and procedures at paragraph 6.1;
2. access Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)), using your SPID or CIE account or by entering your username ([nome.cognome@studio.unibo.it](mailto:nome.cognome@studio.unibo.it)) and password;
3. declare your interest in the transfer procedure, by clicking on the "I wish to be transferred" push button in the details of the application, after the posting of the ranking.



**Please remember that in order to be transferred**, you must be enrolled in the second-choice degree programme according to the procedure and deadlines established in the call for applications.

Candidates are admitted to transferring exclusively according to ranking list order.

Candidates enrolled in the second-choice degree programme who do not request to participate in the transfer procedure according to the indications above, will remain permanently enrolled in the second-choice degree programme.

The list of candidates admitted to transferring to the first-choice degree programme will be published on [www.studenti.unibo.it](http://www.studenti.unibo.it) by the deadlines established at point 5 and 8 of the [General Calendar](#).

## **PHASE 2 – ENROLMENT PROCEDURE FOR REALLOCATED CANDIDATES:**

### **A. REALLOCATED CANDIDATES enrolling for the first time**

You must enrol in the degree programme according to the procedures indicated in the "Enrolment" section within the mandatory deadlines at point 6 and 9 (only for the first intake) of the [General Calendar](#).

### **B. REALLOCATED CANDIDATES currently enrolled in another University wishing to transfer.**

If you are admitted at the end of the reallocation procedure and you are enrolled in another University and you wish to transfer, you have to:

- **enrol** in the new degree programme by following the instructions at point A, indicating your university and degree programme of origin;
- **pay** the first instalment of the annual tuition fees by the deadline of the [General Calendar](#);
- **submit** the transfer application to your university of origin by its deadlines.

It will be possible to carry out teaching activities at the university of origin up to the submission of the transfer application. At the University of Bologna, the career will be active only after the degree-programme board has approved recognition and continuation of studies.

In addition to the instalment of the annual fee, it is also necessary to pay the specific transfer fee, whose amount will be published at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transferring-to-the-university-of-bologna/transferring-to-the-university-of-bologna> and that the student office will request once it receives the documents sent by the university of origin.

### **C. REALLOCATED candidates in the first intake currently enrolled in other degree programmes at the University of Bologna (Change of degree programme)**

If you are currently enrolled in another degree programme at the University of Bologna and you participated in the first or second intakes and you have been admitted to the programme following the reallocation procedures, within the mandatory deadlines indicated at point 6 or 9 of the [General Calendar](#) you shall:

- access Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)), using your SPID or by entering your UniBo username (nome.cognome@studio.unibo.it) and password;

- **Select “Enrolments”, then “1<sup>st</sup>-cycle degree programme/bachelor’s degree” and the programme you have been admitted to at the end of the reallocation procedure**, enter the data required and upload your passport-sized photo. In the event of false declarations, in addition to incurring the penalties laid down in Article 496 of the Italian Penal Code, you will automatically lose your right to enrol and any related benefits, without being entitled to any reimbursement of the payments made;
- **Pay** the first instalment or the entire annual amount of the tuition fees according to the procedures indicated on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it))
- **Starting from 25<sup>th</sup> July 2024 and within 3<sup>rd</sup> October 2024, fill in** the degree-programme change application on Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)):
  - **Click on “PASSAGGIO DI CORSO”** (i.e., degree-programme change) and enter the required data;
  - **Pay for the degree-programme change fee** (if you enrol after being admitted in the first intake, the amount will be notified after the decision of the competent bodies)

Your career in the new study degree programme will be active only after your degree-programme board formally declares the recognition of your previous studies and the prosecution of the studies in the degree programme.

You can take learning activities in the degree programme of origin until you submit your degree-programme change application online.

### **C.1. REALLOCATED candidates in the second or extraordinary intake currently enrolled in other degree programmes at the University of Bologna (Change of degree programme)**

If you are currently enrolled in another degree programme at the University of Bologna and you participated in the third intake and you have been admitted to the programme following the reallocation procedures, within the mandatory deadlines indicated at point 6 or 9 of the [General Calendar](#) you shall:

- access Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)), using your SPID or CIE or by entering your UniBo username (nome.cognome@studio.unibo.it) and password;
- **Pay** the first instalment or the entire annual amount of the tuition fees of the degree programme **of origin** and be up to date with the tuition fees payments of the previous academic years;
- **Submit the degree-programme change application form** filling in the data required by the procedure;
- **Pay for the degree-programme change fee.**

Your career in the new study degree programme will be active only after your degree-programme board formally declares the recognition of your previous studies and the prosecution of the studies in the degree programme.

You can take learning activities in the degree programme of origin until you submit your degree programme change application online.

## 8. FINAL REMARKS AND CONTACTS

Any notice concerning this call will be published on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)).

The information on the processing of personal data is available at the following webpage [www.unibo.it/PrivacyBandiCds](http://www.unibo.it/PrivacyBandiCds).

The Italian language version of the document takes priority with regard to the exact interpretation of the rules contained within, also in the case of potential disputes.

This call for applications, issued by executive order with the protocol number and repertory shown in the header of the first page, is subject to the rules laid down in the Decree no. 1154/2021 of the Ministry for University and Research, and its subsequent amendments and integrations, on the accreditation of Degree Programmes.

Appeals against this measure may be filed with the competent Regional Administrative Court within 60 days of publication of the call for applications.

The responsible for the administrative procedure is dott.ssa Silvia Spada, in charge of the Economics, Management and Statistics Student office.

### OFFICE CLOSURE

The extraordinary closure of the offices are published on [www.unibo.it](http://www.unibo.it).

### CONTACTS

For **administrative information** (for ex.: deadlines, clearing procedure, how to enrol, etc):

Economics, Management and Statistics student office (for the CLABE programme)

e-mail: [segecosta@unibo.it](mailto:segecosta@unibo.it)

Forlì campus Student office (for the CLAME programme)

e-mail: [segforli@unibo.it](mailto:segforli@unibo.it)

If you wish to get in contact with the student offices, please see:  
<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/student-administration-offices>

CLABE degree programme tutor

e-mail: [didatticasociale.tutorclabe@unibo.it](mailto:didatticasociale.tutorclabe@unibo.it)

CLAME degree programme tutor

e-mail [didatticaforli.em.tutorclame@unibo.it](mailto:didatticaforli.em.tutorclame@unibo.it)

CLABE Programme coordinator (Angela Adamo)

e-mail: [didatticasociale.clabe@unibo.it](mailto:didatticasociale.clabe@unibo.it)

CLAME Programme coordinator (Mara Donati)

e-mail [didatticaforli.em.info@unibo.it](mailto:didatticaforli.em.info@unibo.it)

**Information for international students or students with a qualification obtained abroad** (for ex. To verify if a qualification is eligible for the admission, pre-enrolment, VISA and residence permit, international students grants...)

International desk (Bologna)  
mail [internationaldesk@unibo.it](mailto:internationaldesk@unibo.it)

To get in contact with the international desk, please see  
<https://www.unibo.it/en/international/contacts-for-international-students>

**Information about enrolment for international students or students with a qualification obtained abroad:**

International student office Bologna  
e-mail: [segstudintbo@unibo.it](mailto:segstudintbo@unibo.it)

Forlì campus Student office (for the CLAME programme)  
e-mail: [segforli@unibo.it](mailto:segforli@unibo.it)

If you wish to get in contact with the student offices, please see:  
<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/student-administration-offices>

**Information about fees and grants**

**ABIS – Settore Diritto allo Studio – Ufficio contribuzioni studentesche**  
mail [abis.contribuzionistudentesche@unibo.it](mailto:abis.contribuzionistudentesche@unibo.it)

**Information for technical problems** (for ex. Username, data input, applications not properly working....)

Help desk di Studenti Online  
Telephone n. +39 051 2080301  
e- mail [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it)