



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
CAMPUS DI FORLÌ

SCHOOL OF ENGINEERING AND ARCHITECTURE – CAMPUS OF FORLÌ'

Admission procedure for the Two-Year Master's Degree Programme

(Laurea Magistrale)

with restricted access in

AEROSPACE ENGINEERING / INGEGNERIA AEROSPAZIALE

Course Class LM-20 - Aerospace and Astronautical Engineering

(code 8769)

www.unibo.it/AerospaceEngineering

Entry for the academic year 2018-2019

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GENERAL INFORMATION

WHOM THE CALL FOR APPLICATIONS IS ADDRESSED TO

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

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

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

www.unibo.it/AerospaceEngineering

WHO MUST APPLY FOR THE ADMISSION PROCEDURE

All students interested in enrolling (including those students who come from a different University, transfer from a different Degree of the University of Bologna or from a previous Degree in Aerospace Engineering of the ex-Engineering Faculty in the Campus of Cesena – Forlì Campus running under the previous Italian University System, students who wish to have a previous Master's Degree -obtained either in Italy or abroad -other than the degree Diploma required for the admission to the Master's Degree in Aerospace Engineering recognised, students who have undertaken a second cycle Degree outside Italy without completing the programme, students who have withdrawn from the Degree or they have lost the student status) **must apply for the admission procedure according to the methods described in the current Call for applications.**

Candidates are exempt from the selection procedure and can directly proceed with the enrolment ONLY in case:

- they have withdrawn from November 1st 2017 to October 31st 2018;
- they have lost the student status on March 31st 2018

and in both cases were already enrolled in the same Master's Degree of the University of Bologna (and in the corresponding Degrees running under the previous Italian university system).

In order to enrol, these students must contact the Student Administration Office in Forlì from July 26th to December 27th 2018.

Candidates are invited to consult the regulations about the **loss of student status** of the University of Bologna published on the University website at <http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/returning-to-and-interrupting-studies/loss-of-student-status>.

DEADLINES TO MEET

ADMISSION TO THE SECOND CYCLE DEGREE PROGRAMME IN AEROSPACE ENGINEERING IS REGULATED BY A FIRST SELECTION PROCESS, WHICH CAN POSSIBLY BE FOLLOWED BY A SECOND AND A THIRD SELECTION PROCESS WHERE THE POSITIONS LEFT OPEN IN THE PREVIOUS SELECTION WILL BE MADE AVAILABLE FOR THE CANDIDATES.

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

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

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

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

First selection process

On-line application for the selection	From February 02 nd to March 26th 2018 , h 16.00
Interview for candidates without curricular requirements	April 04 th 2018 from h 9.30
Final rankings / Starting date of enrolments for the admitted candidates	April 09 th 2018, h 15.00
Starting date for declaring interest in the clearing process	May 14 th 2018
Deadline for enrolment, transfer from other Universities or within the University of Bologna or optional transfer / Deadline for declaring interest in the clearing process	May 21 st 2018
Posting of the available positions and list of admitted candidates through the clearing process / Starting date of enrolments for admitted candidates through the clearing process	May 25 th 2018
Deadline for communicating the withdrawal from the clearing process for candidates admitted to the clearing process	May 30 th 2018
Deadline for enrolment, transfer from other Universities or within the University of Bologna or optional transfer for the students admitted through the clearing process	June 04 th 2018
Deadline for gaining the Bachelor degree for students who enrolled without it	December 27 th 2018

Second (possible) selection process

Posting of the available positions and possible opening of the second selection process	June 11 th 2018
On-line application for the selection	By June 25th 2018 , h 16.00
Possible interview for candidates without curricular requirements	June 28 th 2018 from h 9.30
Declaration of interest in the allocation at the bottom of the ranking list of the second selection process for the candidates deemed eligible who have not proceeded with enrolment or suitable in the first selection process	By June 28 th 2018
Final rankings / Starting date of enrolments for admitted candidates	July 06 th 2018, h 15.00
Deadline for enrolment, transfer from other Universities or within the University of Bologna or optional transfer for the admitted candidates	July 23 rd 2018
Deadline for gaining the Bachelor degree for students who enrolled without it	December 27 th 2018

Third (possible) selection process

Posting of the available positions and possible opening of the third selection process	July 30 th 2018
On-line application for the selection	By August 24 th 2018, h 16.00
Possible interview for candidates without curricular requirements	August 29 th 2018 from h 9.30
Declaration of interest in the allocation at the bottom of the ranking list of the third selection process for the candidates deemed eligible who have not proceeded with enrolment or suitable in the second and first selection process	By August 29 th 2018
Final rankings / Starting date of enrolments for the admitted candidates / Starting date for declaring interest in the clearing process	September 03 rd 2018, h 15.00
Deadline for enrolment, transfer from other Universities or within the University of Bologna or optional transfer / Deadline for declaring interest in the clearing process	September 11 th 2018
Posting of the available positions and list of admitted candidates through the clearing process / Starting date of enrolments for admitted candidates	September 14 th 2018

through the clearing process	
Deadline for enrolment, transfer from other Universities or within the University of Bologna or optional transfer for the admitted candidates through the clearing process	September 21 st 2018
Deadline for gaining the Bachelor degree for students who enrolled without it	December 27 th 2018

ADMISSION FEES AND TUITION FEES

Application to the admission procedure requires a 50.00 € fee (see art. 4 below).

Specific transfer fees are due by those who intend to transfer (or through an optional transfer) from another Degree of the University of Bologna or from another University (see art. 6 below).

The annual tuition fees for the academic year 2018/2019 and the system for calculating tuition fees based on one's own economic conditions are published on the University website at the following page: www.unibo.it/TuitionFees

STUDY GRANTS AND SUBSIDIES

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

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

Information about economic benefits are available in the **Call for applications** of the **Regional Agency for the Right to Higher Education - ER.GO** (publication scheduled in July 2018 in www.er-go.it).

In particular, before making the request, those candidates who plan to request the transfer from other degree programmes of this or another University or the optional transfer, should read carefully the ER.GO call 2018/2019 as **their university career**, after transferring to the new Degree Programme, **will be assessed starting from the year of first enrolment at the University**, regardless of credits recognized or the year of course assigned by the Degree Programme Board. This could be the cause of benefits loss.

The University of Bologna offers **study grants (Unibo Action 2) and tuition fee waivers (Unibo Action 1) to deserving international students** who are in possession of a valid qualification obtained outside Italy and who are interested in registering in a second-cycle Degree Programme at the University of Bologna for the a.y. 2018/2019. The study grants and the tuition fee waivers are assigned on the basis of the **GRE test**. **The deadline for the online applications for Unibo Actions 1&2 is March 30th 2018, h 12.00 (CET):**
<http://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/unibo-actions-1-2-study-grants-and-tuition-fee-waivers-for-international-students/Unibo-actions-1-and-2-study-grants-and-tuition-fee-waivers-for-international-students>

OFFICE AND CONTACT DETAILS

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

For questions related to the current Call for applications, please contact **the Degree in Aerospace Engineering**: e-mail cldm.ac@unibo.it

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

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

School of Engineering and Architecture – Forlì Campus and Degree Programme Secretariat (Segreteria didattica): Via Fontanelle 40, 47121 Forlì – ph. +39 0543 374401 – fax +39 0543 374477 - e-mail ingarc.vpce.segrdidattica-fo@unibo.it ;
School website <http://www.engineeringarchitecture.unibo.it/en/index.htm> ;
Degree Programme website www.unibo.it/AerospaceEngineering
Degree Programme Secretariat Opening Hours: Tue. Thu. 9.30 – 12.00 and 14.30 – 16.00; Mon. Fri. 9.30 – 12.00; Wed. 9.00-12.00

Contact details of **other Campus services for students** can be found at this page:
<http://www.unibo.it/en/campus-forli/campus-services/campus-services-1>

PLEASE NOTE

Possible news about modifications to the enrolment procedures will be communicated on **Studenti Online** webpage (www.studenti.unibo.it), whereas on the University website (www.unibo.it) news about office closures will be notified.

1- AVAILABLE PLACES

For academic year 2018/2019, the number of students that can be admitted to the Master's Degree in Aerospace Engineering is **50**:

- **n. 38** places are reserved for Italian citizens, citizens of the European Union, or non-EU citizens with equivalent status **(1)**
- **n. 10** places are reserved for Non-EU citizens residing abroad **(2)**
- **n. 2** places are reserved for students joining the Erasmus Mundus Programme or other special programmes **(3)**.

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

- citizens of Norway, Iceland, Liechtenstein, Switzerland and San Marino;
- Non-EU citizens holding one of the following residence permits issued by the Italian Government: for work, either employed or self-employed; for family reasons; for political asylum, subsidiary protection status or humanitarian reasons; on religious grounds; EU long-term residence permit (former EC long-term residence permit or residence card);
- non-EU citizens who have been legally residing for at least one year in possession of a Degree obtained in Italy, valid as admission qualification for the chosen Degree programme;
- non-EU citizens that are holders of diplomas from Italian schools abroad or foreign or international schools, working in Italy or abroad, subject to bilateral agreements or special regulations for the recognition of degrees and that satisfy the general conditions required for the entry for study;
- the staff of foreign diplomatic authorities and of international organisations located in Italy – accredited with the Italian Government or the Holy See – together with their dependant relatives, limited to spouses and children;
- candidates holding a valid Italian permit of stay for study reasons who have already enrolled in a Degree Course of this or other Italian universities, provided that they have been regularly residing in Italy for at least one year, who submit a request of transfer.

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

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

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

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

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

If the positions reserved to non-EU citizens residing abroad are not fully covered, they will be made available to candidates who are citizens of the European Union, or to non-EU citizens with equivalent status, to the discretion of the evaluation board starting from the first selection procedure.

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

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

For this purpose, admitted candidates who have not proceeded to enroll and suitable candidates of the same precedent selection round are invited to contact the Degree Programme via email at cldm.ae@unibo.it to declare their interest in being placed at the bottom of the ranking list of the next possible selection process **by June 28th 2018** for the second selection process and **by August 29th 2018** for the third selection process. **Only in case these students are placed in eligible positions for enrollment** in the second or third ranking list, they can proceed to enroll by the deadline established in those selection rounds.

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

2 – ADMISSION REQUIREMENTS

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

1) to hold:

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

- The candidate who does not hold a Bachelor Degree by the deadline of the online application for the selection process is admitted to the selection. In case the candidate is admitted in the ranking list, he/she may enrol by the deadlines of that selection round according to the procedure as per art. 6 and 7 of this Call of applications by paying the tuition fee. The requested Degree, though, will have to be obtained **by December 27th 2018**.

2) the following **restrictions of credits or exams** for the candidates who haven't obtained yet the requested Degree:

2.a: in the first selection process,

students still enrolled on an Italian First Cycle Degree programme, by the deadline of the online application for the first selection process cannot have **more than 48 CFU left** to be taken (including the final test or thesis) in order to graduate;

students still enrolled on a foreign equivalent Degree programme, by the deadline of the online application for the first selection process cannot have **more than 80% of credits or course units left** to be taken (including the final test or thesis) belonging to the study plan of the last year of course, whereas all the credits or exams of the previous years of course are to be already passed;

2.b: in the second (possible) selection process,

students still enrolled on an Italian First Cycle Degree programme, by the deadline of the online application for the second selection process cannot have **more than 42 CFU left** to be taken (including the final test or thesis) in order to graduate;

students still enrolled on a foreign equivalent Degree programme, by the deadline of the online application for the second selection process cannot have **more than 70% of credits or course units left** to be taken (including the final test or thesis) belonging to the study plan of the last year of course, whereas all the credits or exams of the previous years of course are to be already passed;

2.c: in the third (possible) selection process,

students still enrolled on an Italian First Cycle Degree programme, by the deadline of the online application for the third selection process cannot have **more than 24 CFU left** to be taken (including the final test or thesis) in order to graduate;

students still enrolled on a foreign equivalent Degree programme, by the deadline of the online application for the third selection process cannot have **more than 40% of credits or course units left** to be taken (including the final test or thesis) belonging to the study plan of the last year of course, whereas all the credits or exams of the previous years of course are to be already passed;

3) the following **curricular requirement**:

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

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

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

The interview (if necessary) is scheduled on:

April 04th 2018	in the first selection
June 28th 2018	in the second (possible) selection
August 29th 2018	in the third (possible) selection.

starting normally at 9.30 am at the premises of the School of Engineering and Architecture, via Fontanelle 40, Forlì, in the office of the programme Director or alternatively via Skype. Summon will be sent via e-mail a couple of days before the scheduled date.

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

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

4) the **assessment of a suitable personal preparation**, based on basic knowledge in mathematics, physics and engineering, the academic curriculum (final grade or average grade of all exams passed up to the application for the selection), the reference letter and the statement of intents (in the application form). Such assessment will be made on the basis of the documents submitted by the candidates (listed below in article 4 of this Call) at the same time as the selection for the restricted access. The assessment is deemed positive if the candidate achieve the requested minimum score in the selection (article 3 of the Call).

3 – SELECTION PROCEDURE AND EVALUATION CRITERIA

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

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

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

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

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

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

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

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

Applications will be evaluated as follows:

- 1) academic curriculum (marks/grades obtained for the Degree, together with the duration of the degree, the number and relevance of obtained degrees, the reference letter): up to 60 points, of which:
 - a. up to 20 points for achieving the qualification within the official duration of the Degree Programme (grading identifier: A);
 - b. up to 20 points for the final grade or the average grade of all exams passed until the application for the selection (grading identifier: B1 for applicants with a first cycle degree, B2 for applicants preparing for a first cycle);
 - c. up to 10 points for study experiences and/or internships abroad and for other relevant experiences and qualifications (grading identifier: C);
 - d. up to 10 points for the reference letter (grading identifier: D);
- 2) up to 30 points for the relationship of their Degree to the learning objectives and the professional profile of the Master Degree Course in Aerospace Engineering; when assigning the points, preference will be given to qualifications obtained in the following disciplinary fields: Aerospace, Mechanical, Industrial, Electronic, Automation and Telecommunications Engineering, Physics and Mathematics (grading identifier: E);
- 3) up to 10 points for the statement of intents in the application form (quality of its content) (grading identifier: F).

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

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

4 – APPLICATION FOR THE SELECTION PROCEDURE

In order to participate in one of the selection processes, candidates must apply for the selection procedure by the following mandatory deadlines:

March 26th 2018, h 16.00: first selection process,

June 25th 2018, h 16.00: second (possible) selection process,

August 24th 2018, h 16.00: third (possible) selection process,

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

1. Connect to **Studenti Online** on the website www.studenti.unibo.it by either logging in with User ID and Password already acquired, or, by logging in with the user ID and password that can be obtained by clicking on “If you have not yet registered”;
2. Register by providing all required information. Non-Italian students who do not hold an Italian Tax ID (“codice fiscale”) can click on “International students registration” and follow the instructions for the creation of institutional User ID and Password credentials;
3. After the first access it is necessary to **create a personal password**. It is important to remember and keep the User ID and Password for all the duration of the university career as they will always be requested to access the personal profile at www.studenti.unibo.it;
4. click on “Entrance exams or requirements check” button and go ahead by selecting the degree “Aerospace Engineering” in “Second cycle degree programme” and the selection process, until the options of the payment section;
5. for the application to the selection procedure a **fee payment of 50 € is needed. Such fee is not refundable in any case**. Payment can be made exclusively through the methods indicated on the website www.studenti.unibo.it (**StudentiOnline**).
6. download/print the **application form**;
7. **attach the following documents in pdf format to the on-line application:**

a) **Completed application form.**

b) **Graduation certificate and list of exams passed with respective results:**

in case of a qualification obtained (or about to be obtained) from an Italian university, it is necessary to upload the **self-certificate of the Degree (if already obtained) and the list of the exams passed with marks and credits**; forms for self-certification are available at www.unibo.it/AerospaceEngineering; applicants holding a degree (or graduating) from the University of Bologna can upload either the request charging the Secretariat with providing the required information or the self-certificate available from the **Studenti Online** service;

in case of a qualification obtained (or about to be obtained) abroad, it is necessary to upload **the graduation certificate (if already obtained), with the full transcript of all exams passed with marks and credits, issued and certified by the attended University.**

Candidates who have not completed their Bachelor's degree yet must self-certify or certify the exams passed and yet to pass, so that the Evaluation Committee can easily verify the restrictions of credits or course units set for each selection round as described in art. 2 of this Call for applications, specifically at points 2.a, 2.b and 2.c.

In case the required documents are not written in English or Italian, they shall be accompanied by a translation into English. The translation can be done by the applicants themselves.

c) Detailed English-written curriculum vitae ac studiorum (CV).

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

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

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

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

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

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

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

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

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

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

5 – ADMISSION RANKING

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

The ranking lists will be posted on:

April 9th 2018, h 15.00 for the first selection,

July 6th 2018, h 15.00 for the second selection,

September 3rd 2018, h 15.00 for the third selection,

in **Studenti online** on the website www.studenti.unibo.it, as the only legal representation of the admission ranking.

6 - ENROLMENT ON THE MASTER'S DEGREE COURSE

DEADLINES

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

I selection: from **April 9th 2018** to **May 21st 2018;**

II selection: from **July 6th 2018** to **July 23rd 2018;**

III selection: from **September 3rd 2018** to **September 11th 2018.**

ENROLMENT PROCEDURE

A) CANDIDATES ENROLLING FOR THE FIRST TIME

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

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

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

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

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

- **Students with recognized disability** equal or higher than 66% or with a certificate of disability in compliance with the Italian Law 104/92 must submit a copy of the certificate attesting their conditions. Information is available on the University website at <http://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-handicapped-students> ;
- **Non-EU citizens** must deliver the photocopy of a valid Permit of Stay ('permesso di soggiorno', that is a temporary residence permit) / Residence Card ('carta di soggiorno') or the receipt issued by the Post Office confirming that a permit of stay has been applied for; in the latter case, the completion of the enrolment procedure is conditional on the submission of the permit of stay;
- **Students asking recognition of credits acquired in previous academic careers** (Second Cycle Degrees) shall submit the request form available at <http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-a-second-cycle-degree-programme-italian-qualification?target=futuri-studenti>
- **students holding a degree obtained outside Italy** submit to the Student Administration Office in Forlì the documents highlighted in the University webpage www.unibo.it/Enrollment2ndCycleForeignQualification: the original degree certificate (or an authenticated copy) with the list of all exams passed and the respective grades and credits, issued by the foreign University that awarded the qualification, has to be accompanied by an official translation into Italian, legalization and the Declaration of Value ('dichiarazione di valore') of the qualification, provided by the Italian diplomatic/consulate representative having territorial jurisdiction.

Translation into Italian is not necessary if the degree diploma and exams certificates are issued in English, French, Spanish or German.

If the translation is necessary, candidates can have recourse to the *Tribunale di zona* (the local court of law) for the official translation of their degree into Italian or to the diplomatic authority in Italy of the foreign country where the degree was awarded. Translations into Italian made abroad by local translator have to be certified by the Italian representative having jurisdiction.

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

➤ **Please note that the admitted candidate can proceed to enrol according to the procedure detailed above even if he/she does not hold the Bachelor's Degree yet, as long as it will be obtained by the mandatory deadline of December 27th 2018. After the deadline the student loses all rights to enrol on the Second Cycle degree.**

B) CANDIDATES TRANSFERRING FROM OTHER UNIVERSITIES

Candidates transferring from another Italian University have to:

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

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

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

C) CANDIDATES CHANGING DEGREE PROGRAMME WITHIN THE UNIVERSITY OF BOLOGNA

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

- **enrol** on the new Degree Programme as indicated above at point A) and pay the first instalment of the annual tuition fee **by the date reported in the DEADLINES section above**.

BESIDES, **starting from July 26th 2018 and by the mandatory deadline of September 21st 2018**, candidates have to apply for the Degree programme change following the instructions given at www.studenti.unibo.it (**Studenti online**).

Specifically, they must:

1. **click** on '**Change degree programme**' and insert the required data;
2. pay the **degree change fee** (correct amount will be available on the University website www.unibo.it).

C.2. Candidates already enrolled in another course of the University of Bologna who took part in the third selection process must fill in the Degree programme change request following the instructions given at www.studenti.unibo.it (**Studenti online**) **by the date reported in the DEADLINES section above (September 11th 2018)**.

Specifically, they must:

1. Have paid the first instalment of the annual tuition fee for the previous degree and do not have any outstanding tuition fee payments from previous academic years;
2. **click** on ‘**Change degree programme**’ and insert the required data;
3. pay the **degree change fee** (correct amount will be available on the University website www.unibo.it).

In both cases (C1 and C2), it will be possible to attend teaching activities and sit exams at the current Degree programme until the submission of the programme change application. For the new Degree programme, the student career will be active **only** after the Degree programme Board ascertains the programme change and approves the continuation of the study.

7 – CLEARING PROCESS

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

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

In order to participate in the clearing process,

from May 14th 2018 until May 21st 2018, for the first selection

from September 3rd 2018 until September 11th 2018, for the third (possible) selection

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

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

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

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

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

May 25th 2018*, for the first selection,

September 14th 2018, for the third (possible) selection,

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

from **May 25th 2018*** to **June 04th 2018**, for the first selection,

from **September 14th 2018** to **September 21st 2018**, for the third (possible) selection,

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

*** In the clearing process of the first selection procedure**, candidates admitted through the clearing process in date **May 25th 2018** who **do not intend to enrol** must communicate it promptly **by May 30th 2018** via e-mail at segforli@unibo.it by using the university account name.surname@studio.unibo.it. Eligible candidates who could be admitted after withdrawal of other eligible candidates from May 25th to June 04th 2018 will receive written communication at the name.surname@studio.unibo.it email containing instructions as to how to enrol through the clearing process by the set deadline **June 04th 2018**.

If, upon conclusion of the clearing process of the third selection, there are still available positions, the Vice President of the School of Engineering and Architecture of Forlì Campus can ask the Managing Director of the Campus Area of Cesena and Forlì to act so that the available places are fully assigned, exclusively with reference to the candidates placed in the ranking lists.

In this case, a specific notice will be posted on the website **Studenti Online** (www.studenti.unibo.it).

In any case, every extraordinary clearing procedure will have to end by December 27th 2018.

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

Forlì, February 02nd 2018

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

This call for applications, issued by the Managerial Decree Rep. n. 645, Prot. n. 23452 of February 02nd 2018, is conditional on the provisions of the Decree of the Italian Ministry of Education, University and Research n. 987/2016, regarding the accreditation of Degree Programmes.

THE MANAGING DIRECTOR OF THE CAMPUS AREA CESENA AND FORLÌ

Dott. Leonardo Piano