



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Academic year 2024/2025

Call for applications for the degree programme in Applied Economics and Markets (LMAEM) – Programme Code 5969

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Information regarding the processing of personal data is available at
<https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/personal-data-processing>

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

RELEVANT DEADLINES

Applications will be assessed by the Admission Board in accordance with the procedure outlined below. Candidates that are not admitted cannot apply for other intakes.

INTAKE 1 (open to EU, EU-assimilated and Non-EU candidates)

STEPS	DATES
1. Applications open	01/02/2024
2. Applications close	13:00 (CET time) 07/03/2024
3. Results are made available	From 28/03/2024
4. Enrolment	From 25 July 2024

INTAKE 2 (open to EU, EU-assimilated and Non-EU candidates)

STEPS	DATES
1. Applications open	03/04/2024
2. Applications close	13:00 (CET time) 02/05/2023
3. Results are made available	From 23/05/2024
4. Enrolment	From 25 July 2024

INTAKE 3 (open to EU and EU- assimilated candidates only)

STEPS	DATES
1. Applications open	27/05/2024
2. Applications close	13:00 (CET time) 27/06/2024
3. Results are made available	From 16/07/2024
4. Enrolment	From 25 July 2024

SECTION 1 – ADMISSION REQUIREMENTS

In order to be admitted to the second-cycle degree programme in **Applied Economics and Markets**, candidates must:

- a) hold a first-cycle **QUALIFICATION**, i.e., a three-year University degree or diploma or other suitable qualification obtained abroad complying with the requirements set in the Notice of the Ministry of University and Research (MUR) for a.y. 2024/25 which is published on the website www.studiare-in-italia.it/studentistranieri/.

Candidates who have not yet obtained a first-cycle qualification may also apply. The application procedures are outlined in Section 2 – HOW TO APPLY;

- b) meet the **CURRICULAR REQUIREMENTS** outlined in section 1.1;
- c) meet the LANGUAGE REQUIREMENTS and, specifically, proficiency in English equivalent to at least B2 level, to be demonstrated according to the procedures set out in section 1.1 other language requirements included in section 1.1 must also be met;
- d) have their **PERSONAL KNOWLEDGE AND SKILLS** positively assessed in accordance with the procedures set out in section 1.2.

1.1- Curricular and language requirements

To be admitted it is necessary to hold an Italian undergraduate degree in one of the following disciplinary areas, or a suitable foreign qualification according to the Italian law:

ex D.M. 270/04:

L-33 Scienze economiche;

L-18 Scienze dell'economia e della gestione aziendale;

L-36 Scienze politiche e delle relazioni internazionali;

L-41 Statistica;

L-8 Ingegneria dell'informazione;

L-9 Ingegneria industriale;

L-30 Scienze e tecnologia fisiche;

L-31 Scienze e tecnologia informatiche;

L-35 Scienze matematiche;

ex. D.M. 509/99:

classe 28 (Scienze economiche)

classe 17 (Scienze dell'economia e della gestione aziendale)

classe 15 (Scienze politiche e delle relazioni internazionali)

classe 37 (Scienze statistiche)

classe 10 (Ingegneria industriale)

classe 25 (Scienze e tecnologie fisiche)

classe 26 (Scienze e tecnologie informatiche)

classe 32 (Scienze matematiche);

Candidates who have not yet obtained the qualification required for admission may also register for the selection test. Candidates who pass the selection test will be able to enroll *sub condicione*; if they do not obtain their degree within the deadline established annually by the University bodies, enrollment will be automatically cancelled.

Students enrolled *sub condicione* will have their career suspended, therefore they will not be able to use the Studenti Online application (study plan, exam booking...) until the certificate attesting the achievement of the degree has been sent.

LANGUAGE REQUIREMENTS

Admission to the programme is subject to possession of English language skills to at least Common European Framework (CEFR) level B2.

The English language requirement may be satisfied through:

2. submission of a suitable certificate. Recognised certificates are listed at page 7;
3. holding a first or second cycle degree in entirely attended in English;
4. having passed an English test at B2 level during your university studies (level must be specified into the name and/or the programme of the teaching which must be enclosed);
5. to be mother tongue

1.2- Assessment of personal knowledge and skills

In addition to the above-mentioned requirements (degree and English proficiency), the admission to **Applied Economics and Markets** is conditional on the assessment of the personal qualification by the Admission Board according to the following criteria:

1. academic merit (it refers to the duration and quality of degree course attended): max **70 points**;
2. coherence between the academic curriculum and the learning objectives of the Master in Applied Economics and Markets: max **30 points**;

Only students who reach a minimum of **60/100** points will be considered as holding a sufficient personal qualification.

Candidates will be admitted to the degree programme on the condition that they obtain their undergraduate degree by and no later than 30 December 2024 by the relative academic bodies, of which students are informed upon matriculation. Candidates who do not meet this requirement will be excluded.

SECTION 2 – HOW TO APPLY

Applications must be submitted within the timeframe set by each intake in accordance with the following procedure.

- 1. Log onto** Studenti OnLine (www.studenti.unibo.it), using your SPID or CIE username and password. The system will automatically retrieve your personal details and at the end of the process it will generate your University credentials (nome.cognome@studio.unibo.it). International students who do not hold an ID document issued in Italy and, therefore, cannot obtain SPID credentials, may log in with their University username and password; to obtain them log onto StudentiOnline (www.studenti.unibo.it), click on “Register” and then “International Student Registration”.
- 2. Click on** "ADMISSION APPLICATION", select "SECOND-CYCLE DEGREE" and choose the programme named "**APPLIED ECONOMICS AND MARKETS**";
- 3. UPLOAD the required documents in PDF format:**

MANDATORY DOCUMENTS

- For students holding a qualification obtained outside the University of Bologna: a copy of the front and back of a valid identity document. If the identity document does not have an English translation, a copy of your passport must be attached.
- For students holding a qualification obtained outside the University of Bologna: Self-certification regarding your first-cycle academic qualification with a list of completed exams, if obtained in Italy, or a copy of the qualification obtained abroad which enables access to second-cycle degree programmes in the country in which it was obtained. This must be submitted along with a transcript of records and a Diploma Supplement, where available, translated into Italian or English. If you have not yet obtained the aforementioned qualification, upload the list of completed exams or the Transcript of Records.
- curriculum vitae in English;
- Reference letter: We require min.1, max 2 letter(s) of reference from University academics/scholars, if possible in English, alternatively in Italian. To do this you have to indicate, in the specific section of the online application form (“request reference letters”), the email address of the academics and/or scholars who will provide them with the references. Academic referees will receive an email with the link to the on-line system where they can upload their reference letter in .pdf format. The link is personal and cannot be used by more than one person.
- For non-native speakers of English, a certificate of English proficiency among the following:
 - IELTS min 5.5
 - TOEFL iBT min. 80;

- Trinity College of London min. ISE II;
 - Business (BEC) Vantage or Higher;
 - IGCSE English as a Second Language or First Language English (all four components should be sat and passed: *reading, writing, listening, speaking*);
 - FIRST, CAE or CPE (Cambridge)
- English native speakers and students who hold/are attending a degree programme entirely taught in English are exempt from uploading a language certificate.
- If you have passed an English test/exam at university, with B2 as a clearly stated minimum level reached, you are exempt from providing further language certificates. Candidates in such a position have to upload, in the language certificates section, a document giving evidence of the B2 level obtained (e.g. transcript with the name of the English language exam with the language level highlighted; if the transcript does not show the language level, please upload also a letter from the language instructor stating the language level obtained after passing the exam. Exams named just “English Exam” with no indication of the level will not be taken into account).
- ✓ Certificates need to be no older than 3 years from the issuing date.

OPTIONAL DOCUMENTS

- any additional documentation certifying educational activities or competencies acquired by the candidate: Graduate Record Examination (GRE) certificate, Summer Schools attendance, specialisation courses...
- for NON-EU citizens: a copy of valid permit of stay, in case candidates already have it;
- Motivation letter

The Admission Board will only assess documents that have been uploaded within the online application. Any mandatory documents that are missing or only partially uploaded by the application deadline shall result in the candidate not being considered (or selected) for admission.

Documents must not be sent by post or email to administrative offices.

Students who are about to graduate can also apply. They will be admitted to the degree programme on the condition that they obtain their undergraduate degree by and no later than the date established by the Academic Bodies. Candidates who do not meet this requirement will be excluded from the selection process.

SECTION 3 – ADMISSION

An Admission Board will check candidates' academic backgrounds and whether they meet the requirements for admission.

The Admission Board is composed of:

Prof. Roberto Golinelli (President)

Prof. Emanuele Bacchiocchi (Member)

Prof.ssa Nadia Burani (Member)

Lecturers delivering classes in the first year of the degree programme may also sit on the committee as substitute members.

Candidates will be notified about admission to the degree programme via Studenti Online (www.studenti.unibo.it) starting from the date indicated under step 3 in the above intake calendar. Candidates that are not admitted cannot apply for other intakes.

SECTION 4 – ENROLMENT

If you are admitted to the degree programme, you will be able to enrol starting from the date indicated under step 4 of each intake in the above intake calendar. In order to enrol, you should complete the following steps.

1. **Log on** to Studenti OnLine (www.studenti.unibo.it) using your SPID or CIE credentials or entering the username and password obtained upon submission of your application.
2. **Select "Enrolment"**, then select "Second-cycle Degree", and then the degree programme "....." and enter the required data, attaching a jpg file containing a passport-size photo of your face. In case you made false statements you will incur in fines set by art. 496 of the Penal Code and you will automatically lose the right to enrol and will not be entitled to any financial aid (when obtained). You will not be refunded of the expenses you sustained.
3. **Pay the first instalment** following the instructions provided on Studenti OnLine (www.studenti.unibo.it). After paying the enrolment fee, check **the details of your enrolment application** on Studenti OnLine (www.studenti.unibo.it) to verify your next steps and activate your student career. **Your student career must be activated by the deadline set on a yearly basis by the Academic Bodies, which is set on February 28, 2025 for a.y. 2024/25**, otherwise your enrolment will be cancelled.

4.1 - Special cases

- **If you have a conditional enrolment**, you must obtain your undergraduate degree no later than December 30, 2024.

If you are a University of Bologna graduate, the IT system will automatically update the data concerning graduation after you obtain the qualification.

If you are graduating from a different institution, check your next steps on Studenti OnLine (www.studenti.unibo.it).

- **If you are a non-EU citizen with EU-equivalent status and you have obtained your qualification in Italy** you must provide the relevant [Student Administration Office](#) with a copy of your residence permit which confirms the EU-equivalent status.
- **If you hold an international qualification**, after completing the above steps, check the required documentation to enrol at this link <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-a-second-cycle-degree-programme-foreign-qualification>.

The documentation which you submitted for admission to the degree programme (e.g. diploma, transcript of records...) must be translated and bear proof of authenticity when applicable <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/translation-authenticity-and-value-of-foreign-qualifications>.

You will need to upload the documents concerning your international qualification on Studenti OnLine (www.studenti.unibo.it) in the section "Calls" by selecting ""Matriculation for the 24_25 academic year - document upload for international students with foreign qualifications".

When you arrive at the University of Bologna, you will be required to make an appointment with the International Student Administration Office in Bologna or the Student Administration Office of your campus in order to show the original copies of your documentation.

- **If you are a non-EU student living abroad**, on top of the previous steps to complete, you must also pre-enrol on University and request an entry visa for study purposes. Check how to do this on the webpage <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/visa-and-rules-for-residence-in-italy/before-leaving-home-entry-visa>
- **If you wish to apply for degree shortening based on previous studies**, check how to proceed and verify the relevant deadlines at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/shortening-of-the-degree-programme>
- **If you enrol and ask for transfer from a different University**, check the information on this web page: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transferring-to-the-university-of-bologna/transferring-to-the-university-of-bologna>
- **If you wish to switch your degree programme within the University of Bologna (Passaggio di Corso)** check how to proceed at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/changing-study-programme-within-the-university-of-bologna/changing-study-programme-within-the-university-of-bologna>
- **If you wish to apply for simultaneous enrolment in different degree programmes**, check the requirements and necessary steps on the web page

<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/simultaneous-enrolment-in-different-courses>

5 TUITION AND FINANCIAL AID

5.1- Tuition fees

Information concerning the **amount of tuition fees**, **financial aid** and **fee waiver** are available on the University website at www.unibo.it/Tasse.

Tuition fees to be paid in order to enrol in a degree programme consist of a fixed part of € 157.04 and a variable part which is calculated according to the economic situation of the household (ISEE) up to a maximum that varies depending on the degree programme.

Tuition fees are calculated progressively on the basis of a **valid ISEE certificate**, only if this is submitted in compliance with relevant regulations and within the deadlines, as detailed at

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

If no ISEE certificate is submitted, the maximum tuition envisaged for the degree programme will be applied.

ISEE submission is not linked to the enrolment process. The order in which you carry out the two procedures is irrelevant, as long as you meet the deadlines for each one.

5.2- ER.GO benefits

On a yearly basis, the **Regional Authority for the Right to Higher Education – ER.GO** publishes calls for grants, accommodation in student residences, meal vouchers and other benefits on the website www.er-go.it.

The procedures to request ER.GO benefits are also independent of the degree programme application and enrolment process.

5.3- Other economic benefits

Information on other economic benefits can be found on the University website in the following section <https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/study-grants-and-subsidies>

If you hold a certificate demonstrating recognised invalidity of at least 66% or a certificate complying with Law 104/92, in order to benefit from the fee waiver, you should send the certificate via email to

the relevant Student Administration Office. For further information: <https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-disabled-students>

5.4- Grants for enrolment

In order to incentivize the enrolment of students, the Department of Economics will award 4 grants, distributed as follows:

- ✓ 2 grants for the first intake.
- ✓ 2 grants for the second intake.

Each scholarship amounts to **€ 4608** gross of taxes. The scholarship is granted for one academic year. Grants that are not assigned in one intake will be assigned in the following intakes. Grants that are not assigned after all intakes have taken place, will be assigned in the following academic year.

ELIGIBILITY

The 4 grants are reserved to students who have graduated at Italian and non-Italian University that will enrol in the Master's in Applied Economics and Markets- in the academic year 2024/2025, and that have been admitted with a minimum score of 65 points.

SELECTION

The grants will be awarded by the programme committee, based on the admission rankings of the first and the second intake, starting with the first admitted candidate and going down to the second, third, and so on. Only students who meet the eligibility requirements will be considered (see section "Eligibility"). In case of two or more candidates obtaining equal results in the ranking, the grant will be awarded to the youngest candidate.

If one of the students fails to accept the grant and/or declines the grant, this will be assigned to the eligible student who comes next in the ranking.

The assignment of grants is approved by decree of the Director of the Department of Economics.

ACCEPTANCE

Candidates who are selected for the grant will be informed via the University of Bologna email address that was provided when they have applied on "StudentiOnline". From that email address they should then respond, within 10 days from the reception of such email, if they accept the grant at the terms stated in

this procedure, without further conditions. Failure to accept the grant via this procedure is tantamount to decline it.

PAYMENT

The payment of the grant will take place only if all these conditions apply:

- you actually enrol in Applied Economics and Markets : your academic career has to be active.
- you have filled in the relevant forms for the payment.

The payment will take place in one of the following methods:

- Bank wire transfer to an account in the name of the beneficiary, with IBAN in the SEPA area;
- Bank wire transfer to a reloadable prepaid card, with IBAN code, in the name of the beneficiary;
- Bank wire transfer to an account in the name of the beneficiary outside the SEPA area, (commissions will be charged to the recipient).

INCOMPATIBILITY WITH OTHER GRANTS

The grant is compatible with other financial grants that may be/have been obtained by the beneficiary, unless incompatibility is stated for the other financial grants that the student may have been awarded. It is down to the beneficiary to check whether the other grant/grants are not compatible with the grant awarded by the Department of Economics. In such a case, they should choose for one type of grant or the other.

DECLINING THE GRANT OR LOSING THE GRANT

Students who intend to decline the grant should e-mail didatticasociale.lmaem@unibo.it stating their decision.

If a student declines the grant, this will be assigned to the following student in the selection ranking, who is admitted with a score of minimum 65 points.

5.5- Important information for students who already have an active career

If you already have an active student career, before starting the transfer or degree programme switch process you should carefully read the **merit requirements to access benefits**. These are detailed in the call for applications available at www.er-go.it.

You are strongly advised to do this because after the transfer/degree programme switch **your career will be evaluated starting from the first year of enrolment at University**, regardless of the recognised exams or the course year that you are admitted to. **This may cause the loss of benefits.**

SECTION 6 – CONTACTS

Segreteria studenti corsi di studio di Economia e Management e corsi di studio di
Scienze Statistiche

Please check the [webpage](#)

Ufficio Laurea Magistrale Applied Economics and Markets

Email didatticasociale.lmaem@unibo.it

For information on migration rules

internationaldesk@unibo.it

DATE

SIGNATURE