



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA
ACADEMIC YEAR 2024/2025

CALL FOR APPLICATIONS FOR THE RESTRICTED ACCESS
ARCHITECTURE AND CREATIVE PRACTICES FOR THE CITY AND
LANDSCAPE (course code 5809)

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GENERAL APPLICATION SCHEDULE

Each deadline is **compulsory** and not meeting any of them implies **being excluded** from further application steps, irrespective of the reasons-why.

I intake (non-EU students only)

Admission step	DATE
1. Applications open	From 08/04/2024 to 07/05/2024 at 1 pm
2. Rankings' publications	05/06/2024
3. Winners' enrollment	From 05/06/2024 to 12/06/2024

I intake (clearance procedure)

Admission step	DATE
1. Declaration of eligible applicants to participate in the clearance procedure	From 05/06/2024 to 12/06/2024
2. Publication of eligible applicants becoming winners following the clearance procedure	18/06/2024
3. Enrollment of winners following the clearance procedure	From 18/06/2024 to 25/06/2024

II intake (available to everyone)

Admission step	DATE
1. Applications open	From 08/05/2024 to 01/07/2024 at 1pm
2. Rankings' publications	30/07/2024
3. Winners' enrollment	From 30/07/2024 to 05/09/2024



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II intake (1st clearance procedure)

Admission step	DATE
1. Declaration of eligible applicants to participate in the clearance procedure	From 30/07/2024 to 05/09/2024
2. Publication of eligible applicants becoming winners following the clearance procedure	12/09/2024
3. Enrollment of winners following the clearance procedure	From 12/09/2024 to 19/09/2024

II intake (2nd clearance procedure)

Admission step	DATE
4. Declaration of eligible applicants to participate in the clearance procedure	From 12/09/2024 to 19/09/2024
5. Publication of eligible applicants becoming winners following the clearance procedure	26/09/2024
6. Enrollment of winners following the clearance procedure	From 26/09/2024 to 03/10/2024

1. GENERAL INFORMATION ON ADMISSIONS

This “Call for applications” is for those eager to enroll on the Master’s Degree in **Architecture and Creative Practices for the City and Landscape - (class LM-4)** which is a restricted access programme.

This course is an international master's degree. All teaching activities, courses and examinations are held in English. Information on the course of study (regulations, admission requirements, teaching plan, educational objectives, information and contacts, etc.) is available at <https://corsi.unibo.it/2cycle/ArchitectureCreativePractices>.

Each student interested in enrolling, included those willing to transfer from another university or another degree within the University of Bologna, **must go through the selection procedure**, to be carried out according to rules & regulations set out on this “Call for applicants”.

In order to participate, applicants should fulfil the entry requirements set forth on the paragraph 1.1 “Entry requirements”.



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Candidates who intend to apply for recognition of previous studies (be them obtained in Italy or abroad) must also participate in the selection.

Should positions go unfilled at the end of this selection, an extraordinary one might be launched, being the latter available for Italian citizens, EU citizens and equivalent only. The relevant information will be published on Studenti Online (www.studenti.unibo.it) and on the website of the [master degree programme](#).

1.1. ENTRY REQUIREMENTS

In order to be admitted to Master's Degree **Architecture and Creative Practices for the City and Landscape** it is required to meet the following **curricular requirements**:

- candidates are required to hold a degree certificate of the L-17 class (or of the class 04 ex Ministerial decree no. 509/1999) for the access to which a selection test has been passed, as prescribed by law 264/99, with no curricular additions;

PLEASE NOTE: Graduating students might send off their application as well, on condition **they have acquired at least 145 ECTS credits at the expiration date of the relevant intake** as set forth on General Applications Schedule (page 2).

Moreover, the abovementioned graduating students must **receive their degree no later than December 30, 2024** otherwise they will forfeit their position.

The aforementioned requirements also apply to those who hold a university degree obtained abroad, which has been deemed suitable and for which it is possible to identify the scientific-disciplinary sectors and the number of credits obtained in each sector. If this is not the case, the previous career is assessed.

Applicants must hold an **English Proficiency certificate no lower than B2** (upper-intermediate level according to CEFR – Common European Framework of Reference for languages), as specified in the following section 2 – APPLICATION PROCEDURE (REGISTRATION TO THE SELECTION PROCEDURE).

It is also required to pass the **verification of the adequacy of personal preparation**.



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1.2. POSITIONS AVAILABLE

In the Academic Year 2024/2025 the Master's Degree in Architecture and Creative Practices for the City and Landscape has the following positions available:

- n. **10 POSITIONS** FOR ITALIAN, EU AND EU-EQUIVALENT or EXEMPTED CITIZENS
- n. **30 POSITIONS** FOR NON-EU CITIZENS LIVING ABROAD

The said positions will be broken down into the 2 intakes as follows:

- **First intake (non-EU students living abroad only):**
 - ✓ **25 positions available**
- **Second intake (available to everyone):**
 - ✓ **10 positions** for Italian, EU and EU-equivalent or exempted citizens;
 - ✓ **5 positions** for non-EU students living abroad (plus the positions which went unfilled on the first intake).

Check [this webpage](#) for information on:

- Who are **EU-equivalent citizen**;
- Who are **non-EU citizens living abroad (non-EU)**;
- Who are **non-EU citizens living abroad who with EU candidates who compete with EU students**

WATCH OUT!

Non-EU citizens holding a study residence permit who give up on their studies – be it at this or at other University – will have their study residence permit revoked. Thus, they will be required to get back to their Country and start from scratch the Embassy's pre-enrollment procedure on University, according to the deadlines set annually and published [on this website](#).

2. APPLICATION PROCEDURE (REGISTRATION TO THE SELECTION PROCEDURE)

In order to take part in the selection procedure, applicants must compulsorily send off their online application according to the deadlines set forth on the General Applications Schedule (page 2). It



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is worth pointing out **each application refers to one intake only**: should you be interested in applying for the following one, you must send off a brand-new one.

Candidates should do as follows:

- **Register:**

- **NON UNIBO Students:** browse Studenti Online (www.studenti.unibo.it), select “Registrati” and then “Entra con SPID o CIE”. The system will automatically retrieve the personal data and at the end will create the University credentials (name.surname@studio.unibo.it).

International students not holding an identity document issued in Italy can log in with University credentials. To obtain them, they need to connect to Studenti Online (www.studenti.unibo.it), choose “Registrati” and then “Registrazione studenti internazionali”, following the instructions. At the end of the procedure, the system will create the University credentials (name.surname@studio.unibo.it).

- **UNIBO students:** log in Studenti Online (www.studenti.unibo.it) with SPID o CIE credentials or Unibo University credentials.

- **Sign up:**

- Click on “RICHIESTA DI AMMISSIONE- PARTECIPA ALLA SELEZIONE”,
- Select “LAUREA MAGISTRALE”
- Choose the Master’s Degree in “ARCHITECTURE AND CREATIVE PRACTICES FOR THE CITY AND LANDSCAPE”.

- **Pay the fee.**

Proceed to the 50.00 euros application fee “PROVE DI AMMISSIONE” according to the payment options set out on www.studenti.unibo.it. **This contribution cannot be refunded under any circumstances and is also valid for participation in the subsequent selections under this call for applications (see General Applications Schedule at page 2).**

Registration is only valid after payment of the contribution.

- **Enclose to the online application the following documents in PDF:**

- **TRANSCRIPT OF RECORDS of the University Degree Diploma.**



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- Applicants holding an Italian University degree can enclose the self-certification of their academic career, setting out exams' marks and correspondent ECTS credits, of the correspondent scientific disciplinary field as well as how many exams remain to finish off the university degree (in case of graduating students)
- Applicants enrolled at foreign Universities, must enclose their TOR (transcript of academic records) detailing exams given indicating for every exam the correspondent ECTS credits and related marks. Should the Education system not adopt the ECTS system – an indication of the learning workload of each degree's exam must be added. The certificate must be in English language. In the certificate, the total years of the course must be indicated, as well as how many exams remain to finish the university degree (in case of graduating students).

Attention: if the organization of the course of study provides for on-going checks of the exams or integrated modules, only the exams that have been completely passed must be considered. Any self-certifications / certifications relating to partial exams will not be considered.

- **Portfolio of works in pdf format.** It should be specified whether the applicant is author or, in case he/she is co-author, the individual contribute of the applicants should be stated.
- **Fully documented internship or extra-curricular work experiences.** Declarations by the responsible of the unit/division/company should be attached in original language and translated in English and should indicate: role, main activities carried on, start/end period.
- **Detailed CV/résumé in English,** possibly detailing significant academic achievements (research papers and monographies, academic honors scholarship, fellowship, grants) as well as relevant professional experiences in Companies/Universities/Research Bodies in the field of Building Engineering-Architecture.
- **Proof of knowledge of English language level B2 or higher. The applicant must attach one of the following certificates:**
 - TOEFL - computer-based – at least 213 points;
 - TOEFL - paper- based – at least 550 points;
 - TOEFL – internet-based– at least 70 points;
 - TOEFL – internet-based Special Home Edition – at least 70 points;
 - IELTS – at least 5.5 points;
 - IELTS indicator (test online) – at least 5.5 points;
 - First Certificate of English (FCE);



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- Certificate of Advanced English (CAE);
- Certificate of Proficiency in English (CPE);
- ISE-II/III/IV Trinity College London;
- B2 Certificate/Self-certification released by an Italian University Language Center (idoneità di inglese B2)
- High School's International Baccalaureate on whichs *English B* or *English A – Language and literature* appear. For both subjects the minimum score required is 5.
- Having obtained a university degree fully delivered English with a minimum length of 2 academic years (120 ECTS) in one of the following countries:
 - a) Any Member State of the European Union or any Member State of the European Economic Area;
 - b) The United Kingdom of Great Britain and Northern Ireland; Switzerland;
 - c) The United States of America; Canada;
 - d) Australia; New Zealand.

English as a medium of instruction (MOI) should be clearly written down on the transcript of academic records.

- **Scanned copy of a valid ID/passport** (back and front).
- **Scanned copy of a valid residence** permit (if any) for non-EU citizens only.

Additionally, applicants must enter their **Cumulative Grade Point Average (CGPA)** as well as the **maximum GPA** in their education system and the **minimum CGPA required to obtain the degree**. Those values are indeed crucial to work out the final score (see the following paragraph 3.1). For instance, applicants can enter

- ✓ **Scale [0;20]:** 20 maximum GPA and 10 or 12 minimum CGPA;
- ✓ **Scale [0; 4]:** 4 maximum GPA and 2 or 2,5 minimum CGPA;
- ✓ **Percentage scale:** 100 maximum CGPA and 50 or 60 as minimum CGPA;
- ✓ **Scale [0; 5]:** 5 maximum GPA and 3 minimum CGPA;

It should be noted the aforementioned CGPA's valuee should be **consistent with the applicant's transcript of records**.



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Applications must enclose all the aforementioned requirements, otherwise they shall not be taken into consideration.

3. ASSESSMENT PROCEDURE AND EVALUATION CRITERIA

Admission to the ranking is subject to the positive evaluation of the documentation presented. The selection will also take place even if the number of applications received by the deadline is less than or equal to the number of places available.

The final score is maximum 100 out of 100.

The candidate who has obtained a total score of 60/100 or more in the selection, resulting from the sum of the marks obtained in the assessment of qualifications, **is eligible**.

In case more applicants have the same score, their age will define their position on the ranking (i.e. the younger one will precede).

3.1 EVALUATION CRITERIA

The **evaluation of the titles** will be worked out according to the following breakdown:

- 1. ACADEMIC RECORDS (30 to 50 points).** The applicant's CGPA shall be converted into a 50-point scale by applying the following normalization formula:

$$\text{Score} = \left[\frac{\text{CGPA} - \text{CGPA}_{\text{min}}}{\text{CGPA}_{\text{max}} - \text{CGPA}_{\text{min}}} \right] * (50 - 30) + 30$$

Example: CGPA of 2,5 out 4 with minimum at 2 → $[(2,5 - 2) / (4 - 2)] * 20 + 30 = 35$

The CGPA of those holding an Italian degree is their average score (media ponderata degli esami in trentesimi), its minimum being 18 and its maximum 30.

- 2. Portfolio of works (0 to 30 points).** Texts and iconographic material, of which the applicant is author or co-author, which will be evaluated according to criteria of originality and consistency of content, formal quality, argumentative and communicative ability, linguistic expression;
- 3. Other certified and documented research or extracurricular training titles (0 to 20 points).** Relevant and significant titles for the training of an architect and which have not been used to validate previous credits (ECTS)



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Upon the expiry of each application deadline, the Evaluation Board will examine the attached documents in order to verify the curricular requirements and the adequacy of personal preparation (paragraph 1.1 Entry requirements).

4. RANKING AND CLEARANCE PROCEDURE

4.1 RANKING

Upon expiry of each intake, general merit rankings are published according to the criteria set forth on Section 3 - ASSESSMENT PROCEDURE AND EVALUATION CRITERIA.

Candidates are placed in descending order of scores. In case **more applicants have the same score**, their age will define their position on the ranking (i.e. the younger one will precede).

The rankings will be published on Students Online (www.studenti.unibo.it), on the main page in the "Current applications" detail section, on the day indicated in the General Applications Schedule (page 2) under point "2. Publication of ranking/s" to the selection in which you have participated. This publication is the only means of legal publicity regarding the outcome of the selections.

Candidates may result in the ranking:

- **WINNER:** they have obtained a score greater than or equal to 60/100 and fall within the available places. They can therefore enrol according to the deadlines set forth on the General Applications Schedule (page 2) under point "3. Publication of ranking/s" to the selection in which they have participated.
- **ELIGIBLE:** they have obtained a score greater than or equal to 60/100 but are not admitted to the degree as all the available positions have been filled. They cannot enroll on the degree yet they can participate in the clearance procedure - which will occur if positions are still available after the registration of the winners - following the instructions provided in paragraph 4.2 "Clearance Procedure".
- **NOT ELIGIBLE:** they have not reached the requisite eligibility score (60/100), thus they cannot enroll on the degree whatsoever.

4.2 CLEARANCE PROCEDURE

The clearance procedure is **for those who are not winners** but who are **eligible** for the same selection, in order to accept a number of candidates equal to that of the positions going **unfilled after the enrollment**.



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Not eligible candidates cannot participate in the clearance procedure.

Eligible candidates can participate in the **clearance procedure** according to the deadlines set forth on the General Applications Schedule (page 2) under point "1. Declaration to participate in the clearance procedure" for the selection to which they are eligible and doing as follows:

- Log in [Studenti Online](#) using the SPID/CIE credentials or Unibo credentials obtained upon registration;
- Express their interest in enrolling by clicking the "Desidero essere recuperato" button, available upon publication of the ranking on [Studenti Online](#).

Those not stating their availability to participate in the clearance procedure shall be excluded from any further steps.

The requests submitted will be accepted according to the order of the ranking, **until all the vacant positions are filled.**

The **list of freshly-admitted students** shall be published on [Studenti Online](#) according to the deadlines set forth on the General Applications Schedule (page2). They must compulsorily enroll according to the deadlines set forth on the General Applications Schedule (page2).

The list of freshly-admitted candidates will be published on Studenti Online (www.studenti.unibo.it) on the day indicated in the General Applications Schedule (page 2) under point "2. Publication of eligible applicants becoming winners following the clearance procedure" for the selection for which the candidate has declared to participate in the recovery in accordance with the above methods.

If the candidate is on the list of recovered candidates, he/she must register within the deadlines indicated in the General Applications Schedule (page 2) under "3. Enrollment of winners following the clearance procedure", following the instructions in Section 5 - ENROLLMENTS.

5. ENROLLMENTS

Successful candidates on the ranking list must register **by the deadlines indicated in the General Applications Schedule (page 2) under point "3. Winners' enrolment"**.

Candidates who have been recovered, following the clearance procedure described in paragraph 4.2, **must register by the deadlines indicated in the General Applications Schedule (page 2) under point "3. Enrollment of winners following the clearance procedure"**.



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Both successful candidates and candidates who have been admitted following the clearance procedure described in section 4.2 must register in accordance with the instructions provided:

- at paragraph 5.1, for those enrolling for the first time;
- at paragraph 5.2, for those enrolled at another university and willing to transfer;
- at paragraph 5.3, for those enrolled on another master's degree at the University of Bologna and willing to switch degree.

Candidates interested in applying for recognition of previous careers, should follow the instructions set forth [on this web page](#). They must do so after the enrollment and **by November 28, 2024**.

5.1 HOW TO ENROLL FOR THE FIRST TIME

Candidates enrolling for the first time must take the following steps, according to the deadlines set forth on the General Applications Schedule (page2).

- **Log in [Studenti Online](#)** using the SPID/CIE credentials or by entering the username (nome.cognome@studio.unibo.it) and password, obtained upon registration;
- **Pick “Immatricolazioni”**, select the **Architecture and Creative Practices for the City and Landscape** course in the “**Laurea Magistrale**” and enter the data required by the procedure, attaching a jpg file with the passport-size photograph of the face;
- **Pay either the first tuition fees instalment or the full-year single instalment** according to rules and regulations laid out on [Studenti Online](#). **Applicants not paying the first instalment will be excluded from the procedure, late payments with overdue fee being not accepted**
- **Activate the student career**
 - **Those who registered using the Italian national system of the SPID/CIE:** the career will be promptly activated, unless the Applicant falls in the category a) or d) detailed down below;
 - **Those who registered with the Unibo’s credential and are not Unibo students already:** They should carry out the identification following the procedure set out on [Studenti Online](#)

Those falling into one of the categories down below should finalize further steps.

- a) **Non-EU equivalent citizens who received an Italian degree:** they should send off to seging@unibo.it the soft copy of their residence permit making them non-EU equivalent;



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- b) Non-EU citizens living abroad:** check out [this webpage](#), log in [Studenti Online](#), pick "BANDI", select "Immatricolazione a.a. 24-25 - caricamento dei documenti degli studenti internazionali e con titolo estero" and upload: soft copy of the residence permit or – if not yet in possess of it – soft copy of the study visa and then receipt of the residence permit application. By doing so the career will be conditionally activated.
- c) Those holding a foreign degree:** check out [this webpage](#), log in [Studenti Online](#), pick "BANDI", select "Immatricolazione a.a. 24-25 - caricamento dei documenti degli studenti internazionali e con titolo estero" and upload your educational documents by February 29, 2024. Upon reaching Italy, the student will need to set an appointment with the Segreteria Studenti Internazionali to show the hard copies;
- d) Graduating students enrolling under condition:** must graduate by December 30, 2024, otherwise they will forfeit their position. If the degree was obtained at another University, the candidate must log on [Studenti Online](#) and enter the graduation grade by clicking on the "*Inserisci voto laurea*" button, whereas the graduation mark will be automatically retrieved for those graduating from the University of Bologna.

Activation of the career must take place no later than 28 February 2025, otherwise the registration will be cancelled.

With the activation of the career, it will be possible to use services such as the submission of the study plan, the booking of exams, access to the Wi-Fi network and to the online library resources and to carry out career acts (course transfer, transfer to another university, renounce to studies); an email will also be sent to you allowing you to print the badge, according to the methods that will be indicated.

5.2 HOW TO ENROL IN CASE OF TRANSFER FROM ANOTHER ITALIAN UNIVERSITY (TRANSFER)

Candidates transferring from another university must take the following steps, according to the deadlines set forth on the General Application Schedule (page2).

- Log in [Studenti Online](#) using their SPID/CIE credentials or by entering their username (name.surname@studio.unibo.it) and password obtained upon registration;
- Pick "IMMATRICOLAZIONI", select under "LAUREA MAGISTRALE" the degree the **Architecture and Creative Practices for the City and Landscape**, enter the data required and enclose a passport-sized photograph. In the event of fraudulent claims, candidates shall face the penalties



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laid down on the art. 496 of the Penal Code; they will moreover forfeit their right to enrolment and to any benefits obtained, all the sums already paid not to be reimbursed;

- **Pay either the first tuition fees instalment or the full-year single instalment** according to rules and regulations laid out on [Studenti Online](#).
- **Submit the transfer application** to the University of origin according its deadlines.

The career at the University of Bologna will be activated following the resolution passed by the Architecture and Creative Practices for the City and Landscape's Degree Board. Until the transfer application is submitted, the candidate may carry out teaching activities at the University of origin.

When the documentation sent off by the University of origin comes through, Segreteria Student will inform the candidate to pay the specific **transfer fee**.

For further information, check out [this webpage](#).

5.3 HOW TO ENROL IF YOU CHANGE COURSE AT THE UNIVERSITY OF BOLOGNA (INTERNAL TRANSFER)

5.3.1 First intake

First intake's Candidates changing degree within the University of Bologna (internal transfers) must take the following steps, according to the deadlines set forth on the General Applications Schedule (page 2).

- **Log in [Studenti Online](#)** using their SPID/CIE credentials or by entering their username (name.surname@studio.unibo.it) and password obtained upon registration;
- **Select under "LAUREA MAGISTRALE" the degree "Architecture and Creative Practices for the City and Landscape"**, enter the data required and enclose a passport-sized photograph. In the event of fraudulent claims, candidates shall face the penalties laid down on the art. 496 of the Penal Code; they will moreover forfeit their right to enrolment and to any benefits obtained, all the sums already paid not to be reimbursed;
- **Pay either the first tuition fees instalment or the full-year single instalment** according to rules and regulations laid out on [Studenti Online](#). Additionally, they must not have outstanding payments on the previous carrier;

Subsequently, **from July 25, 2024 and compulsorily by August 03, 2024**, they must:

- **fill in the application on [Studenti Online](#)** to change degree by picking "COURSE PASSAGES" and entering the data required by the procedure;



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- **pay the transfer fee.**

The career at the University of Bologna will be activated following the resolution passed by the Architecture and Creative Practices for the City and Landscape's Degree Board. Until the transfer application is submitted, the candidate may carry out teaching activities on the degree of origin.

5.3.2 Second intake

Second intake's Candidates changing degree within the University of Bologna (internal transfers) must take the following steps, according to the deadlines set forth on the General Applications Schedule (page 2).

- **Log in [Studenti Online](#)** using their SPID/CIE credentials or by entering their username (name.surname@studio.unibo.it) and password obtained upon registration;
- **Pay either the first tuition fees instalment or the full-year single instalment** according to rules and regulations laid out on [Studenti Online](#). Additionally, they must not have outstanding payments on the previous career;
- **fill in the application** to change degree by picking "COURSE PASSAGES" and entering the data required by the procedure;
- **pay the transfer fee.**

The career at the University of Bologna will be activated following the resolution passed by the Architecture and Creative Practices for the City and Landscape's Degree Board. Until the transfer application is submitted, the candidate may carry out teaching activities on the degree of origin.

6. TUITION FEES AND BENEFITS

The amounts of **enrolment fees** and information on **benefits and exemptions** are published [on this webpage](#), which details the specific information for international students as well.

Please note that tuition fees shall vary taking into account the economic situation of your family and the country of your income, according to the information [available here](#).

In order to be entitled to exemption, candidates with a **certified civil disability** equal to or greater than 66% **or with certification under Law 104/92** must send off a certificate to seging@unibo.it. Further information is available [on this webpage](#).

Information on **other benefits** is available [on this webpage](#), as well as [on the website](#) of the Regional Agency for the Right to Higher Studies (**Er-go**).



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Before transferring from another university or to another course of study on the University of Bologna, **candidates enrolled in other courses** must carefully consult the merit requirements for access to benefits, as indicated in the notice published on www.er-go.it, since their career, following the transfer to the course of destination, is evaluated starting from the year of first enrolment at the university, regardless of the awards obtained or the year of the course to which they will be admitted by the course council. This may result in the loss of benefits.

7. FINAL REMARKS AND CONTACTS

Updates or further information concerning this “Call for applications” might be published on [Studenti Online](#).

It is worth noting this English version has been created for information purposes only. In the event of claims and legal disputes, the Italian version shall prevail.

The privacy policy (according to article 13 – Italian Privacy Act legislative decree 198/2003) is available [on this webpage](#).

The Leading Authority of this “Call for applications” – the so-called RPA under article 5 of the Italian Law 241/90 - is the head of the Engineering Student Office Mrs. Giuseppina Chieppa.

UNIVERSITY CLOSURES:

- National holidays ([Academic calendar](#))
- Friday, 26 April, 2024
- Monday 12 August to Friday 16 August, 2024 (summer closure);
- Friday 4 October, 2024

Further closures shall be published on www.unibo.it.



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CONTACTS

For **application's technical issues** on **Studenti Online** (www.studenti.unibo.it), e.g. username and password, data entry), contact:

Help Desk di Studenti Online

Email help.studentionline@unibo.it

Tel. +39 051 2080301

For **further information on the application procedure** and this "Call for applications"

AFORM – Settore Servizi Didattici "Ingegneria e architettura"

Viale del Risorgimento 2 – 40136 Bologna

Email carlotta.viani@unibo.it

For **general admin-related questions** (e.g. deadlines, enrollment, clearance procedure):

Engineering Student's Office

Email seging@unibo.it

To contact the Students Office check [this webpage](#)

International students may refer to the International Desk for general inquiries **on visa and pre-enrollment**, Scholarships, foreign qualifications' recognition, residence permit and so on:

International desk (Bologna)

Email internationaldesk@unibo.it

To contact the International desk check [this webpage](#)

International Students and students with foreign titles may refer to the following office for general information:

International Students Office, Bologna

Email segstudintbo@unibo.it

To contact the International Students Office check www.unibo.it/SegreteriaStudenti

Disabled students or students suffering from Learning Disorder may contact:

Service for disabled students

Email ases.adattamentiammissione@unibo.it

To contact the service check www.studentidisabili.unibo.it



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For information on tuition fees and benefits:

Student contribution office

Email ases.contribuzionistudentesche@unibo.it

To contact the office check [this webpage](#)

The Head of the Teaching and Library Area
Dott. Michele Menna