

ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA

Academic year 2022/2023

Call for application for the restricted access Master's Degree in

BUILDING ENGINEERING-ARCHITECTURE

Curriculum Architectural Engineering

Class LM-4 – (Architecture and Building Engineering -Architecture)

Course code 5697)

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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.

SELECTION

<i>PHASES</i>	<i>DATE</i>
1. Applications open	From 27th April 2022 to 6th July 2022 at 1.00 pm
2. Rankings' publications	28th July 2022
3. Winners' enrollment	From 2nd September 2022 to 6th September 2022

CLEARING PROCEDURE

<i>PHASES</i>	<i>DATE</i>
4. Declaration of eligible applicants to participate in the clearing procedure	From 2nd September 2022 to 6th September 2022
5. Publication of eligible applicants becoming winners following the clearing procedure	12th September 2022
6. Enrollment of winners following the clearing procedure	From 12th September 2022 to 15th September 2022

1. ENTRY REQUIREMENTS AND GENERAL INFORMATION

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

Such a programme is **fully delivered in English** (teaching activities, exams) and involves the Universities of Bologna.

The time zone in the “Call for applications” always refers to the Central European Summer Time (CEST) that is GMT+2.

Please, be aware this English version has been created for information purposes only. In the event of claims and legal disputes, the Italian version shall prevail.

You may refer to the programme’s website for further information (teaching regulation, entry requirements, study plan, learning outcomes, contacts):

<https://corsi.unibo.it/2cycle/BuildingEngineeringArchitecture>.

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 evaluation procedure**, to be carried out according to rules & regulations set out on this “Call for applications”.

In order to participate, is it necessary to satisfy the admission indicated in the paragraph 1.1 “ADMISSION REQUIREMENTS”.

Candidates who intend to apply for recognition of previous study careers by being in possession of an Italian or foreign academic qualification, or for having studied abroad, or because they have renounced or lost their student status, must also participate in the selection.

If at the end of the selection there are still places available, an extraordinary selection reserved for Italian citizens, EU citizens and equivalent can be activated.

The related notice will be published on Studenti Online (www.studenti.unibo.it) and on the website of the [master degree programme](#).

1.1. ACCESS REQUIREMENTS

In order to be admitted to Master’s Degree in *Building Engineering-Architecture Curriculum Architectural Engineering* 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;

In case of possession of a foreign degree certificate, the Commission will verify/assess the possession of knowledges and competences according to the previous training curriculum.

Graduating students might send off their application as well, on condition **they have acquired at least 165 ECTS credits at the expiration date of the admission round (July 6, 2022).**

Moreover, the abovementioned graduating students must **receive their degree no later than December 30, 2022.** Should they fail to do so, they will forfeit their admission even though winners in the ranking and already enrolled.

Applicants must hold an **English Proficiency certificate no lower than B1** (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.**

The verification of technical, linguistic and transversal knowledge and skills will take place through an **assessment of merit** entrusted to a specific Commission appointed by the Board of the Degree Program.

1.1. POSITIONS AVAILABLE

In the Academic Year 2022/2023 the Master's Degree in Building Engineering-Architecture - ***Curriculum Architectural Engineering*** has the following positions available:

- n. **20 POSITIONS** FOR ITALIAN, EU AND EU-EQUIVALENT or EXEMPTED CITIZENS
- n. **20 POSITIONS** FOR NON-EU CITIZENS LIVING ABROAD

Check the website page <https://www.unibo.it/it/internazionale/chi-sono-gli-studenti-internazionali> for information regarding:

- 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 pre-enrollment procedure University to the the Italian diplomatic representations competent for the territory (Embassies / Consulates), within the deadlines set annually and published on the site www.studiare-in-italia.it/studentistranieri/.

2. APPLICATION PROCEDURE (REGISTRATION TO THE SELECTION PROCEDURE)

In order to apply to the selection procedure, applicants must send off their online application during the compulsory period indicated at the point 1 of the [General Calendar](#) is it necessary to:

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

For international students who do not have an identity document issued in Italy, it is possible to access with University credentials. To obtain them, you need to connect to Studenti Online (www.studenti.unibo.it), choose “Registrati” and then “Registrazione studenti internazionali”, following the instructions; at the end, the system will create the University credentials (name.surname@studio.unibo.it).

 - **UNIBO students:** browse Studenti Online (www.studenti.unibo.it) with SPID credentials or or using its own Unibo University credentials (name.surname@studio.unibo.it and password).
- **register:** click on “RICHIESTA DI AMMISSIONE”, select “LAUREA MAGISTRALE” and the Master’s Degree in “Building Engineering-Architecture (Ingegneria Edile-Architettura).
- Pay the non-refundable 50.00 euros application fee “Prove di ammissione” according to the payment options set out on www.studenti.unibo.it. **The registration is valid only after the payment of the fee.**
- The following **documents in PDF** must be enclosed to the online application:
 - **Application form, [annex](#) of this Call**, duly filled in
 - **Transcript of records of the University Degree Diploma.**
 - i. 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).
 - ii. 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.
- **English proficiency certificate equivalent to at least B1 level.**

The following certificates are accepted:

- TOEFL - computer-based – no lower than 171 points
- TOEFL - paper- based - no lower than 498 points
- TOEFL – internet-based – no lower than 60 points
- TOEFL – Special ibt home edition - no lower than 60 points
- IELTS – overall score no lower than 5.0
- IELTS – IELTS indicator (test online) - overall score no lower than 5.0
- First Certificate of English (FCE);
- Certificate of Advanced English (CAE);
- Certificate of Proficiency in English (CPE);
- PET
- ISE-I-II/III/IV Trinity College London
- B2 Certificate/Self-certification released by an Italian University Language Center (idoneità di inglese B1)
- 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.
- **Up to two reference letters in English** (not compulsory). Lecturers, professor and employers may act as referees.

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

Should applicants be objectively prevented from obtaining an **international English certificate by the deadline of this “Call for applications”** (July 6, 2022), the University of Bologna offers the possibility **to take the Oxford online placement test online on June 30, 2022. The hour will be communicated after the registration to the test.**

Those interested can email simona.cavalleri2@unibo.it by **June 17, 2022**, asking to take the test and duly substantiating the reasons-why they are not able to obtain an international certificate. **The email reply will confirm the possibility to take the test (availability is indeed limited).**

Students must be however aware that they must send off their online application and pay the application fee by June 17, 2022, otherwise they will forfeit the possibility to sit the test.

3. ASSESSMENT PROCEDURE AND EVALUATION CRITERIA

The assessment shall consider academic records.

As the evaluation will be based only on titles, and no interview or written test are necessary, there will be no need to fulfill any request of adaptation.

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.

Applicants will be considered eligible in case their overall score is at least 60 out of 100, being worked out by summing up the score of the evaluated documents.

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:

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

Example: CGPA of 2,5 out of 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 20 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. Fully documented internship or extra-curricular work experiences (0 to 15 points).** Experiences certified by the companies, relevant and significant for the training of an

architect building engineer. The internship should not have been used to validate credits (ECTS) in the previous career; the start and end dates must be specified for each of the internship or extracurricular workexperiences.

4. Other certified and documented research or extracurricular training titles (0 to 15 points).

Relevant and significant titles for the training of an architect and which have not been used to validate previous credits (ECTS)

After the expiry of the deadline for registration for the selection, the Commission will examine the attached documents in order to verify the curricular requirements and the adequacy of personal preparation (paragraph 1.1 Access requirements).



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

4. RANKING AND CLEARANCE PROCEDURE

4.1 RANKING

At the end of the selection procedure, two general merit rankings are published (one for Italian citizens, citizens of the European Union and non-EU citizens with equivalent status or non-EU citizens residing abroad who compete with EU candidates and one for non-EU citizens residing abroad) and according to the criteria set out in 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 Studenti Online** (www.studenti.unibo.it), on the main page in the detail section of the "*Richieste in corso*", on the day indicated in point 4 of the [General calendar](#). This publication represents the only legal means of advertising on the outcome of the selections.

The candidate may be in the ranking:

- **WINNER**, if he has obtained a score greater than or equal to 60/100 and falls within the available places. In this case, the candidate must enroll within the compulsory deadlines set out in point 5 of the General Calendar.
- **ELIGIBLE**, if he has obtained a score greater than or equal to 60/100 but is not admitted to the course due to lack of available places. In this case, the candidate cannot enroll in the course, but can participate in the clearance procedure, activated if there are still places available after the registration of the winners, following the instructions provided in paragraph 4.2 "Clearance Procedure".
- **NOT ELIGIBLE**, if he has not reached the minimum required score (60/100). In this case the candidate cannot enroll in the course, even if there are available places.

4.2 CLEARANCE PROCEDURE

The **clearance procedure** is reserved for candidates who are not winners but who are **eligible** for the same selection (**placed in the ranking after the last of the winners**), and allows to accept a number of candidates equal to that of the places that **remain unfilled after the enrollment**.

Candidates in "Not eligible" status cannot participate to the clearance procedure.

If the **candidate is eligible**, he can participate in the **clearance procedure** within the peremptory deadlines indicated in point 6 of the [General Calendar](#).

In particular, the candidate must:

- **connect to Studenti Online** (www.studenti.unibo.it) using the SPID credentials or by entering the username (name.surname@studio.unibo.it) and password obtained during the registration procedure for the selection;
- **express his interest in being recovered** by clicking the "*Desidero essere recuperato*" button, available after the publication of the ranking on the main page of Studenti Online, in the detail section of the admission request.

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 in the ranking, until the available places** (indicated in paragraph 1.2) that may have remained at the end of the registration of the winners of the selection **are filled**.

It should be noted that the places reserved for non-EU citizens residing abroad not used at the end of the registration of the winners for the selection, will be made available to Italian citizens, European Union citizens and categories equivalent during the clearance procedure.

The **new list of admitted students** shall be published on Studenti online (www.studenti.unibo.it) the day indicated at the point 7 of the [General calendar](#).

If the candidate is one of these, he must enroll within the peremptory deadlines indicated in point 8 of the [General calendar](#), following the instructions in Section 5 - ENROLLMENTS.

5. ENROLLMENTS

Winners, according to rankings, must compulsorily enroll within the peremptory deadlines indicated in point 5 of the [General calendar](#), following the indications provided:

- in paragraph 5.1, for those enrolling for the first time;
- in paragraph 5.2, for students enrolled in another university who want to request a transfer;
- in paragraph 5.3, for students enrolled in other master's degree courses at the University of Bologna who want to request a change of course.

Candidates who intend to apply for recognition of previous careers, after enrollment and **by 24 November 2022**, must send the form downloadable from <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/abbreviazione-di-corso>, following the procedure indicated in the same page.

5.1 HOW TO ENROLL FOR THE FIRST TIME

The candidate enrolling for the first time must:

- **access Studenti Online** (www.studenti.unibo.it) using the SPID credentials or by entering the username (name.surname@studio.unibo.it) and password, obtained during the registration procedure for the selection;
- **choose “Immatricolazioni”**, select the **Building Engineering-Architecture (Ingegneria edile-Architettura)** 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 the first tuition fees instalment** according to rules and regulations laid out on www.studenti.unibo.it. **Applicants not paying the first instalment will be excluded from the procedure, late payments with overdue fee not being accepted.**
- **Activate the student career:**
 - **UNIBO students** or enrolled by accessing with SPID credentials: **if you do not fall into one of the cases referred to in the following points *** after having made the payment, your university career will be activated directly without any further fulfillment;
 - **NON UNIBO students** or enrolled by logging in with **username and password**: proceed with identification according to the methods indicated in the details of the enrollment procedure on Studenti Online (www.studenti.unibo.it).

* If the candidate falls within one of the cases listed below, check below the further steps to be taken to activate the career.

- **Disabled students** with a certified handicap no lower than 66%, as well as those with a **certified handicap according to Italian Law 104/92**, must email the relevant certificate to seging@unibo.it as explained [on this webpage](#).
- **Non-EU citizen candidate** with equivalent status with a study title obtained in Italy: send a copy of the valid residence permit that allows the equalization to the email address of the student’s administration office (seging@unibo.it).
- **Non-EU citizen candidate residing abroad**: see detailed information on www.unibo.it/iscrizioniStudentiNonUE, access Studenti Online (www.studenti.unibo.it), choose "BANDI", select "Immatricolazione a.a. 22_23 - caricamento dei documenti degli

studenti internazionali e con titolo estero" and upload: copy of the valid residence permit or, if not yet issued, copy of the entry visa for study and subsequently copy of the receipt certifying the request (with which enrollment will be accepted with reserve).

- **Candidate in possession of a study qualification title obtained abroad:** consult the detailed information on www.unibo.it/IscrizioniLaureaTitoloEstero, access Studenti Online (www.studenti.unibo.it), choose "BANDI", select " Immatricolazione a.a. 22_23 - caricamento dei documenti degli studenti internazionali e con titolo estero" and upload the documentation relating to the qualification no later than 28/02/2023. Subsequently, upon arrival in Italy, it is necessary to make an appointment with the International Students's Administration Office to show the originals of the title.
- **Candidate who enrolls under conditions**, that is, has not yet graduated at the time of enrollment: they must obtain the degree no later than the date set by the Academic Bodies (30 December 2022), under penalty of exclusion. If the qualification was obtained at the University of Bologna, the system will autonomously retrieve the related data and the career will be automatically activated.
- If the qualification was obtained at another University, the candidate must log on to Studenti Online (www.studenti.unibo.it) and enter the graduation grade by clicking on the " Inserisci voto laurea" button, present in the details of the enrollment procedure.

It must be noted that the career's activation shall be finalized compulsorily by the 28th February, 2023, otherwise the enrollment will be revoked.

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 enrolling in the case of a transfer from another university (transfer) must:

- **access Studenti Online** (www.studenti.unibo.it), using their SPID credentials or by entering their username (name.surname@studio.unibo.it) and password obtained during the enrolment procedure
- **choose "IMMATRICOLAZIONI", select under "LAUREA" the course in which he/she has been awarded** and enter the data required by the procedure, attaching a passport-sized photograph of the face and indicating the university and degree course of origin. In the event of false declarations, as well as incurring the penalties laid down in art. 496 of the

Penal Code, the candidate automatically loses the right to enrolment and any benefits obtained, without the right to any reimbursement of sums paid;

- **pay** the first instalment or, alternatively, the single instalment according to the procedures indicated on Studenti Online (www.studenti.unibo.it);
- **submit the transfer application** to the university of origin within the deadlines specified therein.

The career at the University of Bologna will only be active following the resolution of recognition and continuation of studies by the Council of the degree course in Building Engineering-Architecture.

Until the transfer application is submitted, the candidate may carry out teaching activities at the University of origin.

When the documentation sent by the University of origin arrives, the students office will inform the candidate to pay the specific **transfer allowance**.

For details see the web page <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/trasferirsi-alluniversita-di-bologna>.

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

Candidates enrolling in the event of a change of course within the University of Bologna (transfer) must:

- **access Studenti Online** (www.studenti.unibo.it), using your SPID credentials or by entering your username (name.surname@studio.unibo.it) and password obtained during the selection application procedure;
- **pay the first instalment** or, alternatively, the single instalment, with reference to the new academic year for the degree course of origin, and be in order with the payment of enrolment fees for previous academic years;
- **fill in the application** for a change of course by choosing "COURSE PASSAGES" and entering the data required by the procedure;
- **pay the transfer allowance**.

The career in the course for which the candidate is requesting a transfer will only be active following the resolution of recognition and continuation of studies by the Council of the Building Engineering-Architecture degree course. The candidate may carry out didactic activities on the course of origin until the online completion of the internal transfer application.

5.4 TUITION FEES AND BENEFITS

The amounts of enrolment fees and information on benefits and exemptions are published on the University Portal at www.unibo.it/tasse.

The contribution is calculated progressively on the basis of the valid ISEE certificate only if it is presented according to the procedures and deadlines contained in the page www.unibo.it/tasse. If the ISEE certificate is not submitted, the maximum contribution foreseen for the course of study will be applied.

Information on other facilities can be found on the University Portal on page www.unibo.it/it/servizi-e-opportunita.

For information on **benefits for the right to study**, please consult the relevant notice published by the Regional Agency for the Right to Higher Studies on the site www.er-go.it.

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.

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 a certificate attesting to their condition to the email address of the student secretariat (seging@unibo.it) (for information: <https://www.unibo.it/it/servizi-e-opportunita/borse-di-studio-e-agevolazioni/esoneri-e-incentivi/esenzioni-per-studenti-con-disabilita>).

6. FINAL REMARKS AND CONTACTS

Updates or further information concerning this “Call for applications” might be published on www.studenti.unibo.it

The Italian version of the call is fully authentic with respect to the authentic interpretation of the rules contained therein, also with regard to any disputes.

The privacy policy (according to article 13 – Italian Privacy Act legislative decree 198/2003) is available on www.unibo.it/PrivacyBandiCds

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

UNIVERSITY CLOSURES:

- Tuesday 2 June 2022 (Bank holiday);
- from Monday 8 August till Friday 19 August 2022 (Summer Holidays);
- 4 October 2022 (Festa del Patrono di Bologna).

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

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 simona.cavalleri2@unibo.it

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

Segreteria studenti d'Ingegneria

Email seging@unibo.it

Per contattare la segreteria vedi www.unibo.it/SegreterieStudenti

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

Per contattare l'International Desk verifica il link

www.unibo.it/ContattiStudentiInternazionali

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

Segreteria studenti internazionali, sede di Bologna

Email segstudintbo@unibo.it

Per contattare la segreteria verifica il link www.unibo.it/SegreterieStudenti

Disabled students or students suffering from Learning Disorder may contact:

Servizio per gli studenti con disabilità

Email disabili@unibo.it

Per contattare il servizio verifica il link www.studentidisabili.unibo.it

For information on tuition fees and benefits:

Ufficio contribuzioni studentesche

Email abis.contribuzionistudentesche@unibo.it

Per contattare l'ufficio verifica il link tasse-e-contributi/tasse-a-a-2021-22

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

ANNEX 1 – APPLICATION FORM

ANNEX

APPLICATION FORM

MASTER'S DEGREE / LAUREA MAGISTRALE

INGEGNERIA EDILE-ARCHITETTURA (BUILDING ENGINEERING-ARCHITECTURE)

CURRICULUM ARCHITECTURAL ENGINEERING

Academic Year 2022/2023

Ingegneria Edile-Architettura (Building Engineering-Architecture)

Please complete the form down below.

Note that this application form must be submitted by:

April 27, 2022 – July 06, 2022 → One Admission Round

FIRST NAME _____ SURNAME _____

Date of birth _____ Place of birth _____ Resident in _____

Zip Code _____ City _____ Country _____

Phone no. _____ Mobile no. _____ Fax no. _____

Email to be used for official communications _____

Home Address _____

Citizenship _____ Gender _____

Information below is relative to the applicant's first-level Degree

I declare under my own responsibility that:

1. QUALIFICATIONS:

Name of the University _____

Country _____

Period of attendance (e.g. 2018-2021) _____

Duration of the degree program (e.g. 3 academic years) _____

Title of the degree awarded _____

Graduation date (or expected graduation date for graduating students) _____

A. For those having received an Italian degree

Degree class (classe di laurea - e.g. L-8, L-9, etc.)

Graduation mark (leave blank if the title has yet to be received)

Credits registered in the student's career (write down 180 if the degree has been already received)

Cumulative Grade Point Average - CGPA (media ponderata degli esami in trentesimi) _____

B. For those having received a degree from a university within the European Higher Education Area

ECTS credits registered in the student's career (write down 180 if a 3-year degree has been already received or write down 240 if a 4-year degree has been already received)

Cumulative Grade Point Average - CGPA _____

Maximum CGPA obtainable _____

Minimum CGPA required to receive the degree (e.g. 3 out 5) _____

C. For those having received a degree from a university not belonging to the European Higher Education Area

Cumulative Grade Point Average - CGPA _____

Maximum CGPA obtainable _____

Minimum CGPA required to receive the degree (e.g. 2,5 out 4) _____

How did you hear about this Master's Degree?

2. NATIVE LANGUAGE: _____

3 . KNOWLEDGE OF ENGLISH LANGUAGE:

I declare under my own responsibility that:

I hold the following certification (check as appropriate and remember to upload the certificate):

- TOEFL - computer-based – of at least 171 points
date of issue _____
- TOEFL - paper- based - of at least 498 points
date of issue _____
- TOEFL - Internet-based – of at least 60 points
date of issue _____
- TOEFL - Internet-based Special Home Edition – of at least 60 points
date of issue _____
- IELTS - of at least 5.0 points
date of issue _____
- IELTS – IELTS indicator (online test) - of at least 5.0 points
date of issue _____
- First Certificate of English (FCE) or Certificate of Advanced English (CAE) or Certificate of Proficiency in English (CPE) or Preliminary certificate (PET)
date of issue _____
- Integrated Skills in English (ISE) of the Trinity College London (ISE I/ ISE II)
date of issue _____
- a B1 level certificate in English released by an Italian University Language Centre
date of issue _____

I have obtained a University degree fully delivered English with a minimum length of 2 academic years (120 ECTS) in one EU/EEA country as well as the United Kingdom of Great Britain and Northern Ireland, Switzerland, the United States of America, Canada, Australia, New Zealand (English as a medium of instruction should be clearly written down on the transcript of academic records).

I am not able to present an International English certificate by the deadline for objective reasons and I wish to participate in the **Oxford online placement test to be held on June 30, 2022**. I will **thereupon abide by the procedure set forth on the section 5 of the “Call for applications”** – in particular writing an e-mail to simona.cavalleri2@unibo.it before the 17th June 2022 - , being aware the availability of the test is limited and the participation cannot be guaranteed.

5. EMBASSY

In order to enroll, non-EU citizens residing abroad are required to go through the Embassy’s pre-enrollment in the student’s country of residence. The regulations for admission are established by the Italian Ministry of University and Research, with a specific Circular Note to be made available on the [Ministry’s website](#) over the next few months.

The whole pre-enrollment procedure is now fully carried out on the [University Portal](#).

Please note:

Once registered for the admission procedure to this Master's Degree on Studenti Online (<https://studenti.unibo.it/sol/welcome.htm>), please upload the following documents to the on-line application by the deadline of:

April 27, 2022 – July 06, 2022 → One Admission Round

- 1) Application form duly filled in and signed;
- 2) Transcript of records of foreign degrees or self-certificate with list of all exams passed in case of Italian degrees;
- 3) Portfolio of works
- 4) Fully documented internship or extra-curricular work experience
- 5) Other titles, research certificates or extra-curricular education
- 6) Detailed curriculum vitae ac studiorum (CV) – in English, with other certified and documented research or extracurricular training titles;
- 7) Certificate of knowledge of English language
- 8) Copy of a valid ID or passport (back and front);
- 9) Copy of a valid residence permit, in case the candidate holds one already (for NON-EU citizens);
- 10) (optionally) Up to two reference letters (in English) - Teaching staff and employers may act as referees.

If the required documents are not written in English or Italian, they should be accompanied by a translation in English.

Applications that are not accompanied by all the requested documents or received after the closing date will not be considered under any circumstances.

I herein authorize the personal data processing in compliance with the *General Data Protection Regulation – GDPR* (Regulation (EU) 2016/679) and the *Italian Privacy Act* (legislative decree n. 196/2003.)

PLEASE NOTE:

1. Subject to the penalties defined at art. 75-76 of Italian DPR 445/2000, any false statement, any unfounded information provided and the use of forged documents shall determine the automatic exclusion from the application process and the loss of any benefits obtained thereafter.

2. Materials submitted to the University of Bologna for your application become property of the University and cannot be returned. The University of Bologna does not discriminate on the basis of - including, but not limited to - race, colour, gender, religion, sexual orientation, national or ethnic origin, age, disability in any student programme, or activity administered by the University or with regard to admission or employment.

Date

Signature