



ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA

2019/2020 Admission Procedure Bioinformatics

1. Admission Requirements

To attend the Master's Degree in Bioinformatics it is necessary to have adequate knowledge of Mathematics, Physics, Informatics, Chemistry, or Biology/Biotechnology/Biomedicine

To be admitted to the Master's Degree in Bioinformatics it is necessary to hold:

- an Italian degree in all classes ex. D.M. 270/04
or
- an Italian degree in all classes ex D.M. 509/99
or
- an Italian degree in the previous four-year system

In any case, the admission to the Master's Degree in Bioinformatics is conditional on the assessment of the qualification by an Admission Board. The assessment is made on the basis of the curriculum vitae and the criteria specified below.

Applicants can enrol in the Programme even if they have not obtained their First-Cycle Degree yet, but this must be obtained compulsorily before 19th December 2019 (otherwise their enrolment will be automatically withdrawn).

For applicants holding a foreign degree, the Admission Board will ascertain equivalence between the foreign and the Italian degree.

Italian Language Requirement: if you are a non-Italian citizen and you are admitted to Bioinformatics, no Italian Language is required since all activities are carried out in English (applicants need to hold a B2 English Language level, according to the [CEFR](#)).

2. Ranking of applicants and admission

Admission to the Master's Degree in Bioinformatics requires the assessment of adequate skills and competences through one's curriculum vitae.

If applicants are considered to have satisfactory skills and competences according to the evaluation of their CV, they have immediate access to the Master's Degree.

If applicants' skills and competences are not satisfactory according to the evaluation of their CV, they could be asked to undergo an interview.



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All candidates will receive a communication through Studenti Online that will notify them if:

- 1) they are admitted to enrolment;**
- 2) they are not admitted to the programme.**

3. Application procedure¹

To take part in the assessment, candidates have to apply ***no later than the deadlines specified in the table below, by uploading on [Studenti On-Line](#) the compulsory documents listed below:***

- Copy of the certification of exams with related credits and marks achieved;
- Copy of ID or passport (in case of non-EU students living outside Italy passport is compulsory);
- Curriculum Vitae et Studiorum (the applicant shall use the format downloaded from the website) including the following information:
 - Detailed curriculum vitae et studiorum;
 - Title of the final examination or of degree thesis, and mark achieved (if available);
 - Declaration of intent: letter illustrating the motivation and professional and personal aspirations of the candidate with reference to the Master's Degree.
- Proof of the linguistic proficiency in English (a B2 CEFR level is required)
 - The following can be considered as equivalent to language certificates:
 - University Degree obtained in English;
 - Self-Declaration stating your English native speaker status (i.e. Italian or non-Italian citizens who are fluent in English due to family history or country of raising).
 - For NON-EU citizens with EU-equivalent status²: a copy of your valid permit of stay, in case you already have it, or a copy of the receipt for the renewal.

Candidates are assessed in the following way:

The student's Curriculum Vitae et Studiorum must show skills and competences in:

- Mathematics
 - Physics
 - Informatics
 - Chemistry
- And/or
- Biological/Biotechnological/Biomedical oriented knowledge

If not, candidates need to undergo an interview in order to assess the necessary requirements to be admitted to the Master's Degree in Bioinformatics.

All candidates will receive a communication through Studenti Online that will notify them if:

¹ All dates are to be intended in this format: **day/month/year**. All hour references refer to Italian Local Time.

² See <https://www.unibo.it/en/international/Who-are-international-students>



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- 1) they are admitted to enrolment;
- 2) they are not admitted to the programme .

BIOINFORMATICS APPLICATION SCHEDULE 2019/2020				
Intake	Opening	Closing	Open to Non EU	Open to EU and EU assimilated
First	18/04/2019	10/06/2019	YES	NO
Second	18/04/2019	30/09/2019	NO	YES

N.B.: non-EU candidates living outside of Italy will be assessed and results will be published on June, 17th 2019 on Studenti Online.

EU and EU-assimilated candidates will be periodically evaluated and notified about their admission.

EU candidates and candidates with an equivalent status (EU assimilated)

- EU-candidates are citizens holding any of the nationalities of the Member States
- Candidates with an equivalent status to the EU candidates (EU assimilated): please, visit the [International Desk website](#)

Non-EU candidates living outside of Italy

For the A.Y. 2019/2020 there are **5 available positions** for Non-EU candidates living outside of Italy.

Non-EU candidates living outside of Italy are foreign citizens from states not belonging to the European Union who are resident abroad at the time of applying for university admission and who are not legally classified as equivalent to Italian/European citizens.

Non-EU candidates may apply at the first intake on the basis of the scheduled deadline (see the schedule above). Non-EU candidates have to comply with the provisions of the Italian Minister of Foreign Affairs (<http://www.studiare-in-italia.it/studentistranieri/index.html>).



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The evaluation of non-EU candidates living outside of Italy will be expressed in a maximum of 100 points, divided as follows:

- Curriculum Vitae et Studiorum: up to 50 points;
- Declaration of Intent: up to 50 points.

The Admission Board will produce a ranking of non-EU candidates living outside of Italy, ordered from the highest to the lowest score. The best 5 students in the ranking will be able to enrol in the Degree Programme (provided that they comply with the pre-enrolment procedure in the Italian Embassy/Consulate in their country).

4. How to submit the application

First Step (necessary only if you do not have a UNIBO account)

1. Connect to [StudentiOnLine](#) to create your personal User ID and Password by clicking on “Se non sei ancora registrato, vai qui”. It is then possible to switch to English language, if necessary;
2. Register by filling out the required fields. In case you are a foreign student and you do not have an Italian Tax ID (Codice Fiscale), you can click on “International students registration” and fill out the form to obtain your User ID and Password;
3. After your first access you will be asked to change your password. Please remember your ID and Password as they will be always required to access your profile.

Second Step (User ID and Password required)

1. Connect to [StudentiOnLine](#) by using the username and password (see “first step”); and Switch to the English Version, if necessary.
2. Click on “Entrance Exams”;
3. Select “Second cycle degree programme” and click next;
4. Select “Bioinformatics” and click next;
5. Attach the required documents in .pdf format.



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NOTES:

You do not have to send documents by e-mail or other means. No admission fees are required for the selection procedure. The "Entrance exam" consists in the evaluation of the submitted documents.

5. Required documents

The application must include the following documents in .pdf format:

- Copy of the certification of exams and related credits achieved;
- Copy of ID or passport (in case of non-EU students living outside Italy passport is compulsory);
- Curriculum Vitae et Studiorum (the applicant shall use the format downloaded from the website) including the following information:
 - Detailed curriculum vitae et studiorum;
 - Title of the final examination or of degree thesis;
 - Declaration of intent: letter illustrating the motivation and professional and personal aspirations of the candidate in relation to the Master's Degree Course.
- Proof of the linguistic proficiency in English (a B2 CEFR level is required)
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- For NON-EU citizens with EU-equivalent status: a copy of your valid permit of stay, in case you already have it, or a copy of the receipt for the renewal.

6. Students with Non-Italian Degrees

If you hold a non-Italian Degree, it needs to be **legalized, officially translated, validated and accompanied by a suitable "Declaration of Value"** (*Dichiarazione di Valore*) confirming the eligibility to enroll in the Degree Programme. You can take part in the selection even though you do not have all the needed documents yet, but if you are eventually admitted to the programme, you will need them in order to finalize your enrolment.

LEGALIZATION

Foreign qualifications have no legal validity in Italy, therefore they must be legalized in order to guarantee their authenticity. Ask the relevant authority to legalize the documents that attest your degree before going to the Italian Embassy/Consulate.

Legalization is not required if the country where the qualification was obtained is part of The Hague Convention (1961). In this case, legalization is substituted with an "**Apostille**". Nor is legalization required if your qualification was awarded by an institution in Belgium, Denmark,



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France, Ireland or Latvia (Brussels Convention, 1987), Germany (Rome Convention 1969), Austria (Vienna Convention 1975).

TRANSLATION

Your final Degree and all other relevant documents must be admitted along with an official translation in Italian, obtained from the Italian Embassy. If you are in Italy, you can get your documents translated by official translators (*traduzione giurata*), at district court offices (*Tribunali*). Please note: The University of Bologna does not require a translation for diplomas, certificates and syllabuses that are issued in English, French, German or Spanish. However, some Embassies or Consulates may ask you to have such documents translated into Italian anyway to release a VISA.

DECLARATION OF VALUE

The Declaration of Value (*Dichiarazione di Valore*) is an official document describing the characteristics of a given qualification obtained within an education system other than the Italian System. It is used by the competent University offices to assess qualifications for the purposes of admission.

The Embassy where you apply for the VISA may or may not be the same that will release you the DoV. This is because the DoV is issued by the Italian Embassy **in the country related to the school system** (which means, for example, that if you are in Kenya and graduated from a British School in Kenya, you need to request the DoV to the Italian General Consulate in London). If your diploma needs to be legalized (see above), the Italian Embassy in charge will issue the DoV only after the qualification has been legalized by the competent authorities in that country (for further information visit the MIUR Website).

When needed, the declaration of value can also be substituted by attestations issued by [ENIC-NARIC](#) centres that contain all the information given in the Declaration of Value, which are necessary for the evaluation of the degree.

What to do

You should contact the Italian Embassy/Consulate in your country of reference, and provide them with:

❖ The original of your Degree
❖ Your legalized documents, if applicable (see “legalization” above)
❖ <i>(Only if you are a non-EU student resident outside of Italy)</i> Two passport-size photos
❖ <i>(Only if you are a non-EU student resident outside of Italy)</i> The application for pre-enrolment (Form A): ask for it at the Italian Consulate/Embassy in your country of residence. Please ask the Embassy/Consulate about this as soon as possible for information and guidance.
❖ <i>(Only if you are a non-EU student resident outside of Italy)</i>



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Health insurance policy (if requested) and the documents required for the visa application (see 9.2)

The Embassy/Consulate must issue with:

❖ the Declaration of Value of your qualification (if applicable, see above)

❖ *(Only for non-EU students living outside of Italy)*

- One of the passport-size photo you brought, authenticated
- The application form for pre-enrolment (Form A), authenticated
- a stamped **health insurance** policy (where applicable)
- An entry visa to Italy for study purposes (see par. 9.2).

If you are interested in applying for [Er.Go](#) financial aid, (study grants, housing and tuition fee waivers), you must obtain a certification attesting to your **family's income and assets from the Italian Embassy**, which has to be translated and legalized. Er.Go. calls for applications will be published in summer 2019.

Visa and rules for residence in Italy

EU and EU-assimilated

If you have been living in Italy for more than 3 months, it is a good idea to register with the Registry office (Anagrafe) in the city you live and study in: Bologna, Cesena, Forlì, Rimini or Ravenna (however, not all municipalities require such registration).

Non- EU

If you are a non-EU citizen, you are required to apply for a **student visa** at the Italian Embassy or Consulate in your country of citizenship or residence. Such visa (**Visto D: studio/ immatricolazione università**) is typically issued **after** the pre-enrolment procedures have been completed, and when you have proof of having been admitted to a degree programme.

Read the information about the visa for Italy here <http://vistoperitalia.esteri.it/home/en>, selecting “study –

university enrolment” as the reason for your stay. Contact the relevant Italian Embassy well in advance and find out what documents are required. Make an appointment if necessary.

Important: an entry visa for tourism cannot be used to enroll at the university or to obtain a residence permit for study purposes.

Before leaving, you will need to purchase health insurance in your own country (which must be valid in Italy and cover illnesses, accidents and maternity). Take the policy documentation with you to the embassy together with the other documents required for obtaining a visa and make sure that the embassy stamps the insurance policy to certify its validity. Without the embassy's stamp, once you arrive in Italy you may be obliged to purchase another policy, as foreign insurance not validated by the Embassy is not acceptable for obtaining a residence permit.



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Once in Italy, all non-EU citizens who hold a valid and correct type of student visa for Italy must apply for a **permit of stay for study purposes** (*Permesso di soggiorno per motivi di studio*). The permit of stay (aka “residence permit”) is issued by the local Police Department (*Questura - Ufficio Stranieri*) in the place where you live in Italy; however, the applicant must physically submit his/her application not directly to the Police, but at the Post Office.

N.B. info is available at this link: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/visa-and-rules-for-residence-in-italy/residence-permit-1>.

Useful links

- **Foreign qualifications valid for access to Unibo:**
<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-first-or-single-cycle-degree-programme-foreign-qualification>
- **Declaration of Value, Legalization and Translation of Documents:**
<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/declaration-of-value-translation-and-legalization>
- **Unibo for Refugees:**
<https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/unibo-for-refugees>

VERY IMPORTANT: Students are admitted to enrolment conditionally on the legal validity of their first degree, which is officially declared by the Italian Authorities in the country where it was awarded, and on the possession of a visa for study reasons. Therefore, enrolment is subject to the full compliance of the above procedure.

7. For all admitted students

Information about the opening dates and deadlines **for enrolment** will be provided once available. Usually the registration period (immatricolazione) opens at the end of July: you can find more info here: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrol-for-first-single-cycle-or-second-degree-programme>. Courses will begin in October.

You can enrol in the Programme even if you have not obtained your First-Cycle Degree yet, but this must be obtained before 19th December 2019 (otherwise your enrolment will be automatically withdrawn).

- **Tuition fees information** at this link:
<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees> (the exact amount of Bioinformatics tuition fees will be confirmed by the academic bodies by the end of April. Just for reference, 2018/2019 annual tuition fees were € 3750 per year)



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- Information on **study grants, services and opportunities:**

<https://www.unibo.it/en/services-and-opportunities>

8. Contacts

Information Notices for students of the University of Bologna and for users intending to enrol in a study programme are available here: www.unibo.it/PrivacyBandiCds

Office in charge of the enrolment procedure:

Segreteria Studenti Farmacia, Biotecnologie e Scienze Motorie,
via San Donato 19/2 – 40127 Bologna

e-mail: segfarbiomot@unibo.it – tel. +39 0512095640 – fax. +39 0512086232

Office hours: Mon-Tue-Wed-Fri 9.00-11.15 AM; Tue-Thur 2.30-3.30 PM

For more info and support on selections

Programme Director

Prof. Pier Luigi Martelli

e-mail: farbiomot.bioinformatics@unibo.it

For technical support on the application website

Tel. +39 0512099882

e-mail: help.studentionline@unibo.it

For info on foreign qualifications and visas

International Desk: via Filippo Re, 4 – 40126 bologna

e-mail: internationaldesk@unibo.it – tel. +39 0512088101 – fax. +39 0512086113

Office hours: Mon-Wed-Fri 10.00-12.00 AM; Tue-Thur 2.30-4.00 PM