



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
FORLÌ CAMPUS

DEPARTMENT OF MANAGEMENT

Call for Applications for the admissions to the Master's degree programme in

BUSINESS ADMINISTRATION AND SUSTAINABILITY

Class: LM-77 – Economic - management sciences

(Degree programme code 5944)

Website:

<https://corsi.unibo.it/2cycle/BusinessAdministration-Forli>

Academic Year 2024/2025

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Note: The Italian language version of the document takes priority with regard to the exact interpretation of the rules contained within, also in the case of potential disputes.

GENERAL CALENDAR

The present call for applications contains the rules and procedures to be admitted to the Second-Cycle/Master's degree programme **with limited number of positions** in "Business Administration and Sustainability", Course Class: LM-77 Economic-Management Sciences for the academic year 2024/2025.

It is an international Master's degree programme whose courses, exams and all the other learning activities are held in **English**.

The Master's degree programme in BUSINESS ADMINISTRATION AND SUSTAINABILITY offers two **curricula** in English:

- Business Administration (C62)
- Sustainable Food System Management (C63).

The number of positions available for each curriculum is not predefined.

Admitted candidates will definitively choose their curriculum when enrolling in the degree programme ([section 5](#)).

After enrolling, it will not be possible to switch curriculum, except for exceptional and justified reasons. Motivated requests must be submitted by the deadline published annually on the degree programme website.

Further information about the degree programme (regulations, access requirements, study plan of each curriculum, learning outcomes, academic calendar, information and contacts, etc.) is available on the following website: <https://corsi.unibo.it/2cycle/BusinessAdministration-Forli>

The admission procedures to the Master's degree programme in "Business Administration and Sustainability" for the academic year 2024/2025 include **TWO INTAKES**;

- **Italian, EU citizens and non-EU citizens with equivalent status** can apply for both the first and the second intake. Candidates who applied for the 1st intake can apply also for the 2nd according to the procedures indicated in the call without paying the application fee again.
- **Non-EU citizens residing abroad** can apply **exclusively for the 1st intake**.

If the positions reserved to non-EU citizens residing abroad are not fully covered in the first intake, they will be made available to the quota of EU citizens and non-EU citizens with equivalent status in the second clearing procedure of the second intake.

There are **60 positions available**, divided in intakes and quotas as indicated at [paragraph 1.1](#) of the call.

The deadlines indicated in the [GENERAL CALENDAR](#) are **mandatory** and cannot be waived in any way.

FIRST INTAKE

Italian, EU citizens and non-EU citizens with equivalent status: **30 positions**

Non-EU citizens residing abroad: **12 positions**

STEPS	DATES
Application	From 23/February/2024 to 17/April/2024 at 1.00 p.m. CEST
Shortlist of candidates meeting the admission requirements and of candidates who must take the English proficiency test	29/April/2024
Online English proficiency test (OOPT)	07/May/2024
Posting of the ranking	22/May/2024
Admitted candidates' enrolment	From 22/May/2024 to 29/May/2024
Period for eligible candidates to declare their interest in the reallocation of vacant positions (clearing procedure)	From 22/May/2024 to 29/May/2024
Posting of the number of vacant positions and list of candidates admitted to the 1st clearing procedure	31/May/2024
Enrolment for candidates admitted to the 1 st clearing procedure	From 31/May/2024 to 07/June/2024
Posting of the number of vacant positions and list of candidates admitted to the 2nd clearing procedure	11/June/2024
Enrolment for candidates admitted to the 2 nd clearing procedure	From 11/June/2024 to 18/June/2024
Deadline for obtaining the Bachelor's Degree for admitted candidates enrolled <i>sub condicione</i>	31/October/2024
Extraordinary clearing procedure for the remaining positions (if any) until all the positions are assigned	Exclusively for the non-EU citizens residing abroad quota: till 31/July/2024

An **EXTRAORDINARY clearing procedure** for the reallocation of possible vacant positions will take place **exclusively for the non-EU citizens residing abroad quota**, at the end of the second reallocation procedure of the 1st intake, until all positions are assigned.

In case of vacant positions, they will be reallocated only to eligible candidates in the ranking list who have declared their interest in participating in the clearing procedure in the scheduled period (from 22/May/2024 to 29/May/2024).

The extraordinary clearing procedure will end on July 31st, 2024. Afterwards, further possible residual positions will be made available to the EU citizens and non-EU citizens with equivalent status quota starting from the second clearing procedure of the second intake.

SECOND INTAKE

Italian, EU citizens and non-EU citizens with equivalent status: **18 positions plus possible vacant positions from the 1st intake.**

STEPS	DATES
Application	From 19/April/2024 to 19/June/2024 at 1.00 p.m. CEST
Shortlist of candidates meeting the admission requirements and of candidates who must take the English proficiency test	28/June/2024
Online English proficiency test (OOPT)	05/July/2024 or 09/July/2024
Posting of the ranking	15/July/2024
Admitted candidates' enrolment	From 15/July/2024 to 22/July/2024
Period for eligible candidates to declare their interest in the reallocation of vacant positions (clearing procedure)	From 15/July/2024 to 22/July/2024
Posting of the number of vacant positions and list of candidates admitted to the 1st clearing procedure	24/July/2024
Enrolment for candidates admitted to the 1 st clearing procedure	From 24/July/2024 to 31/July/2024
Posting of the number of vacant positions and list of candidates admitted to the 2nd clearing procedure	02/August/2024
Enrolment for candidates admitted to the 2 nd clearing procedure	From 02/August/2024 to 09/August/2024
Deadline for obtaining the Bachelor's Degree for admitted candidates enrolled <i>sub condicione</i>	31/October/2024
Extraordinary clearing procedure for the remaining positions (if any)	From 27/August/2024 to 21/November/2024
Possible extraordinary selection procedure at the end of the clearing procedure, until all positions are assigned	Until 21/November/2024

An extraordinary clearing procedure for the reallocation of vacant positions will take place after the 2nd clearing procedure of the second intake for Italian, EU citizens and non-EU citizens with equivalent status, until all positions are assigned. In case of vacant positions, they will be reallocated only to eligible candidates in the ranking list who have declared their interest in participating in the clearing procedure in the scheduled period (from 15/July/2024 to 22/July/2024). The extraordinary clearing procedure for the reallocation of vacant positions at the end of the second clearing procedure of the second intake must end on November 21st, 2024 (see [Section 6.2](#) for further details).

In case of vacant positions at the end of all the clearing procedures of the second intake (first, second and extraordinary clearing procedures), the degree programme board may decide to start

an EXTRAORDINARY INTAKE open to all interested candidates. In that case, a notice will be posted on the degree programme website and on www.studenti.unibo.it (Students Online), and the extraordinary intake must end by November 21st, 2024.

Please regularly check Studenti Online (www.studenti.unibo.it) and your e-mail account (nome.cognome@studio.unibo.it) at the link [My e-mail for students — University of Bologna \(unibo.it\)](#). You will be informed about your situation (i.e., ranking, clearing procedure, enrolment, etc....) only through these channels.

1. REQUIREMENTS AND GENERAL INFORMATION

The Master's degree programme has a **limited number of available** positions, locally decided, according to the available resources.

Therefore, **all students wishing to enrol in the degree programme must apply and participate in the selection procedure** according to the deadlines and procedures established in the present call for application, including candidates transferring from other Italian Universities, candidates changing degree programme within the University of Bologna, candidates who were enrolled in the previous corresponding degree programmes and candidates wishing to ask for the recognition of previous studies having completed further qualifications besides the ones required to access the degree programme or having started a programme abroad without completing it or candidates who withdrew from the enrolment in the University.

1.1. AVAILABLE POSITIONS

For the academic year 2024/2025, the total number of available positions in the Master's Degree programme in "Business Administration and Sustainability" is 60, divided into two quotas as it follows:

- n. **48 positions** reserved for Italian, EU citizens and non-EU citizens with equivalent status;
- n. **12 positions** reserved for non-EU citizens residing abroad

and distributed into two intakes:

First intake	Second intake
<ul style="list-style-type: none">• Italian/UE/non-UE with equivalent status: n. 30 positions• Non-UE residing abroad: n. 12 positions	<ul style="list-style-type: none">• Italian/UE/non-UE with equivalent status: n. 18 positions + possible remaining positions from the 1st intake

Any position reserved to non-EU citizens residing abroad that has not been assigned at the end of the 1st intake will be made available to Italian, EU citizens and non-EU citizens with equivalent status quota starting from the second clearing procedure of the 2nd intake.

Any position for Italian, EU citizens and non-EU citizens with equivalent status that has not been assigned at the end of the second clearing procedure of the first intake will be made available to the corresponding quota in the 2nd intake.

Check the quota you have to refer to at the link <https://www.unibo.it/en/international/who-are-international-students/Who-are-international-students>:

- at point 1) the *Italian, EU citizens and non-EU citizens with equivalent status* are outlined;
- at point 2) the *non-EU citizens residing abroad* are outlined.

1.2. ADMISSION REQUIREMENTS

In order to be admitted to one of the curricula of the Master's Degree programme in "BUSINESS ADMINISTRATION AND SUSTAINABILITY", class LM-77 you have to:

- 1) hold a three-year First-Cycle Degree/Bachelor's Degree issued by an Italian University or an equivalent Degree issued by a non-Italian University (granting access to a Second-Cycle Degree programme in the country of issue).

You can apply and enrol in the degree programme *sub condizione*, even if you have not obtained your degree yet, but you need to obtain it **within October 31st, 2024**.

If you do not obtain your degree by that deadline, you will be excluded from enrolment and you will lose the right to be enrolled in the Master's degree programme.

- 2) meet one the following **curricular requirements**:

A. hold an Italian First-Cycle Degree belonging to one of the following course classes (as per Italian M.D. 270/04):

L-14 Legal Services

L-15 Tourism

L-16 Administration and organization sciences

L-18 Economics and management

L-20 Communication sciences

L-25 Agriculture and forestry

L-26 Food science and technology

L-33 Economics

L-36 Political science and international relations

L-GASTR Gastronomy sciences, cultures and policies

or an equivalent Italian qualification running under the previous degree programme system

- B. or hold a bachelor's degree in a class that is not listed above and having obtained, by the application deadline, a total amount of 48 ECTS credits in disciplinary fields such as Business, Economics, Law, Mathematics-Statistics, at least 30 of which obtained in the Business SDS below (Scientific-Disciplinary Sector):**

Business SDS: SECS-P/07 Business Administration, SECS-P/08 Economics and Management, SECS-P/09 Corporate Finance, SECS-P/10 Business organization, SECS-P/11 Financial Institutions Management; SECS-P/13 Commodity sciences, AGR/01 Economics and Rural Appraisal;

Economics SDS: SECS-P/01 Political Economics, SECS-P/02 Economic Politics, SECS-P/03 Public Finance, SECS-P/05 Econometrics, SECS-P/04 History of Economic Thought, SECS-P/06 Applied Economics, SECS-P/12 Economic History, M-GGR/02 Economic-Political Geography;

Law SDS: IUS/01 Private Law, IUS/02 Comparative Private Law, IUS/03 Agricultural Law, IUS/04 Business Law, IUS/05 Economic Law, IUS/07 Labour Law, IUS/09 Institutions of Public Law, IUS/10 Administrative Law, IUS/12 Tax Law, IUS/13 International Law, IUS/14 European Union Law

Mathematics-Statistics SDS: SECS-S/01 Statistics, SECS-S/02 Statistics for Experimental and Technological Research, SECS-S/03 Economic Statistics, SECS-S/04 Demography, SECS-S/05 Social Statistics, SECS-S/06 Actuarial and Financial Mathematical Methods, MAT/06 Probability and Mathematical Statistics, MAT/09 Operations Research, INF/01 Computer Science

- C. or hold a foreign qualification, deemed valid:** the Admission Board will evaluate the correspondence between the disciplinary field of the candidate's studies and the Classes listed in point A or the number of credits in the scientific-disciplinary sectors listed in point B.

3) demonstrate the knowledge of the English language at B2 level at least.

The linguistic requirement is considered as met if you submit one of the following English Language certificates:

- a) Language certifications (B2 or above) among those listed on the following page: <https://centri.unibo.it/cla/it/riconoscimento-idoneita-linguistica>, obtained not prior to 01/01/2021, regardless the official validity set by the relevant Certification Body;
- b) Certifications (or self-certifications for Italian state Institutions) attesting secondary or higher/academic education qualifications where courses are provided exclusively in English;
- c) Certifications (or self-certifications for Italian state Universities) attesting that the candidate has successfully passed an English exam (B2 Level or above) at university level, obtained not prior to 01/01/2021. The achieved level needs to be clearly stated on the certificate, otherwise it will not be considered as valid; please note that certificates issued by the University Language Centres are taken into consideration in this category even if

they are not recorded in the student's career, provided that they clearly indicate the level achieved.

- d) Certifications (or self-certifications for Italian state Universities) attesting that the candidate has obtained at least 60 ECTS credits in learning activities held in English defined in his/her University study plan (completed in Italy or abroad through mobility programmes). The certification will be considered as valid only if the candidate passed the last exam not prior to 01/01/2021.
- e) any Oxford Online Placement Test taken for other degrees at the University of Bologna not earlier than 01/01/2021 with B2 level at least.

Candidates not holding any of the above certificates must acquire such a certification independently by the application deadline. Alternatively, candidates without valid certification will have to take an ONLINE LANGUAGE PROFICIENCY TEST (Oxford Online Placement Test - OOPT) on the dates scheduled for each intake in the GENERAL CALENDAR. Please note that you will not receive any additional score for the OOPT, independently from the results you achieve.

This English language proficiency test will be useful only for the purpose of admission to the course of the master's degree in 'Business Administration and Sustainability' or 'Economics and Management' and therefore, no attestation may be requested to be issued.

- 4) pass the assessment of the personal preparation**, gaining at least the minimum score required in the selection procedure (i.e., 35/100).

Only candidates meeting the curricular and language requirements (indicated at points 2 and 3 of this paragraph) are admitted to the personal preparation assessment.

Such assessment consists in the evaluation of the qualifications uploaded online by the candidates (listed in [paragraph 2.1](#)).

2. HOW TO APPLY (ENROLMENT IN THE SELECTION PROCEDURE)

- if you are **an Italian or EU citizen or non-EU citizen with equivalent status**, you can apply for the first and/or second intake;
- if you are a **non-EU citizen residing abroad** you can apply EXCLUSIVELY for the first intake.

following the procedures at [paragraph 2.1](#).

Attention!

If you are a non-EU citizen residing abroad, according to the Circular of the Italian Ministry of University and Research – MUR that is yearly published at www.studiare-in-italia.it/studentistranieri/, you have to:

- Hold a qualification allowing the admission to University 2nd-cycle/Master's degree programmes in Italy;
- Pre-enrol at the relevant Italian diplomatic representations on www.universitaly.it. It is possible to select only one degree programme where you have been admitted.

For more information <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/enrolling-in-a-second-cycle-degree-programme-foreign-qualification> and <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/enrolling-in-first-cycle-and-single-cycle-degree-programmes/enrolling-in-a-first-cycle-or-single-cycle-degree-programme-if-you-come-from-a-non-eu-country>

If you are a non-EU citizen with a residence permit for study reasons and you formally withdraw from studies in this or another University, you lose the requisites to study in Italy with the consequent revocation of your permit. Therefore, you will have to go back to your home country and pre-enrol at the relevant Italian diplomatic representations on University within the deadlines defined every year and published at www.studiare-in-italia.it/studentistranieri/.

2.1. HOW TO APPLY

Apply for the selection procedure on **Studenti Online** (www.studenti.unibo.it) within the deadlines indicated in the [General Calendar](#):

- **17th of April 2024, 1 pm CEST for the first intake,**
- **19th of June 2024, 1 pm CEST for the second intake,**

following the steps below:

- **Access **Studenti Online**** (www.studenti.unibo.it) **using your SPID o CIE account**. The system will automatically collect your personal data and create your University account (name.surname@studio.unibo.it).

If you are an international student without an Italian Identity Document, you may access Studenti Online with your university account; to create one, connect to www.studenti.unibo.it, click "REGISTER" and then "INTERNATIONAL STUDENTS REGISTRATION".

- **Enrol in the selection procedure (apply)**
 - Click on "Admission Application – Take part in the selection"
 - Select "Second-cycle degree programme"
 - Choose the degree programme "BUSINESS ADMINISTRATION AND SUSTAINABILITY" and the intake;
 - Fill in the online application form in English;
 - **Upload the following documents in English or in Italian** (or translated in one of the two languages) **in .pdf format:**

- a) **In case of a bachelor's degree completed or about to be completed in Italy, a self-declaration with the qualification obtained and the exams taken**, with the corresponding grades, credits (ECTS/CFU) and scientific-disciplinary sectors (SDS); if you already hold your qualification, the self-declaration shall report your graduation grade and date, as well; candidates are invited to download the self-declaration templates available on the website of their Italian university or the self-declaration forms available on [Studenti Online](#).

If you are graduating or you graduated at the University of Bologna, the self-declaration is automatically collected, as better specified below at the point online declarations of exams, which must be completed in order to complete your application.

If you obtained or you are about to complete your First-Cycle/Bachelor's Degree abroad: you have to upload your graduation certificate (if you have already obtained it) along with the transcript of records with exams, grades and credits, issued by your university.

- b) **English language certificate of at least B2 level** (optional) to fulfil the admission requirements (see [paragraph 1.2](#) at point 3)
- c) Any certificate proving study, internship or work experiences and other activities carried out by the student in Italy and abroad. The experiences shall be listed in the online admission form and the connected certificates/self-declarations shall be uploaded in the application. Only the activities carried out in Italian state Institutions may be self-certified, and students are required to share the contacts to allow verification (optional);
- d) Copy of a valid **ID document** (ID card, driving license or passport - both sides);
- e) Copy of a valid **residence permit** or receipt of the renewal request, if any (compulsory for non-EU students with equivalent status)
- f) possible **request form for arrangements** for candidates with disabilities and specific learning disability only in case of the English language proficiency test (see [section 3](#)).
- o Moreover, in order to complete your application, YOU HAVE TO DECLARE YOUR QUALIFICATION, SPECIFYING THE EXAMS, GRADES AND SCIENTIFIC SECTORS (SSD). According to your status when applying, you must follow the instructions below:
- If you are a graduate of the University of Bologna: you can confirm your qualifications obtained at the University of Bologna and they will be automatically uploaded by the system; you do not need to enter any further information regarding your career.
 - If you are graduating at the University of Bologna: you can confirm the qualification you are completing at the University of Bologna and it will be automatically uploaded by

the system, so you will not need to enter any further information concerning the courses you have taken during your career. Please note that only the courses registered in the career by the deadline of the selection procedure can be taken into consideration in the evaluation process in order to meet the admission requirements.

- If you graduated or you are about to graduate in another Italian university: you have to indicate your degree when applying, moreover, in the details of your application, you have to enter the courses completed (related to the qualification indicated). Your application may be updated up to the application deadline.
- If you graduated or you are about to graduate abroad: you have to indicate your degree when applying, moreover in the details of your application, you have to enter the courses completed (related to the qualification indicated). Your application may be updated up to the application deadline.
- **Pay the application fee**
Follow the instructions on Studenti Online (www.studenti.unibo.it) and pay the 50,00 € application fee via the PagpPA platform), **unless you have already paid it for a previous intake of this call. The application fee cannot be reimbursed in any case.**
The registration in the selection procedure is complete only after the payment.

Only candidates who completed the registration process, by uploading the declarations and the required documents and paying the application fee according to the procedures and deadlines described above, will be admitted to the selection process.

It is under candidates' responsibility to verify that all compulsory documents are properly uploaded as indicated above.

If you need support to fill in the online application, please contact the Studenti Online Help Desk by phone +39 051 20.80.301 or by e-mail help.studentionline@unibo.it.

3. SELECTION PROCEDURE

An admission board, made of at least three professors and assistant professors chosen among the teaching and research staff of the degree programme, is appointed to guarantee that the admission procedure is correctly carried out.

A **single selection procedure** will take place for both the curricula "BUSINESS ADMINISTRATION" and "SUSTAINABLE FOOD SYSTEM MANAGEMENT" of the master in "BUSINESS ADMINISTRATION AND SUSTAINABILITY".

Two intakes will take place where the available positions are distributed between the two quotas as indicated in [paragraph 1.1](#) of the call.

The selection procedure includes the following phases:

- A) Assessment of the admission requirements and language proficiency test for candidates who do not meet the language requirement;
- B) personal preparation assessment: evaluation of the qualifications.

A) ADMISSION REQUIREMENTS ASSESSMENT AND LANGUAGE PROFICIENCY TEST

The Admission Board first of all will verify the admission requirement in terms of qualifications, curricular requirements and knowledge of the English language at B2 level, as indicated in [paragraph 1.2](#) of the call. Candidates who do not meet the admission requirements are excluded from the selection procedure.

Applicants who do not upload any valid language certificate (or self-declaration for Italian state Universities or institutions) among the ones indicated in [paragraph 1.2](#) point 3) of the call, have to take the **ENGLISH LANGUAGE PROFICIENCY TEST** in order to meet the linguistic requirement on the following dates:

- **May 7th, 2024** for the 1st intake,
- **July 5th, 2024** and **July 9th, 2024** (in case there are no available positions on July 4th) for the 2nd intake.

The CALENDAR of the tests with the timing and the list of candidates who must take the English language proficiency test will be published together with the results of the admission requirements assessment on Studenti Online at www.studenti.unibo.it (in the details of the application):

- on **April 29th, 2024** for the 1st intake,
- on **June 28th, 2024** for the 2nd intake.

Attention! Each candidate can take the OOPT test only once in the sessions organized by the Romagna Language Centre in the period March-July 2024 to access the degree programmes in the Forli, Cesena, Rimini and Ravenna campuses. If a student has already taken the test, he/she will not be allowed to take the OOPT test again.

The English language proficiency test to verify the B2 level at least, is the **Oxford Online Placement Test (OOPT)**.

The test is held **ONLINE** on Zoom platform. To participate, candidates need to connect with a desktop or laptop PC equipped with a webcam and a microphone. **Candidates will receive information about the procedures** to take the test through their institutional email address (nome.cognome@studio.unibo.it) a couple of days before the test date.

The test is made up of **2 sections**: 1. Use of English (grammar and vocabulary); 2. Listening.

The test lasts 60 minutes.

For any request for adaptations to take the OOPT test by candidates with disabilities and with

Specific Learning Disability (SLD), please write to ases.adattamentiammissione@unibo.it.

The RESULTS of the English language proficiency test of at least B2 level are visible to the candidate upon completion of the test and will be posted on Students Online, at www.studenti.unibo.it (in the application details).

The OOPT test will only be useful for the admission to the Master's degree programme in "BUSINESS ADMINISTRATION AND SUSTAINABILITY" and to the one in "ECONOMIA E MANAGEMENT" activated at the Forlì Campus by the Department of Management. It is not possible to require any further certification.

The OOPT test does not provide any additional score; however, candidates who do not hold any valid language certification and who do not pass the English language proficiency test with at least B2 level, will be EXCLUDED from the subsequent stages of the selection process and will therefore not be allowed to enrol in the Degree Programme.

B) PERSONAL PREPARATION ASSESSMENT: QUALIFICATIONS EVALUATION

The assessment of your qualifications will be carried out on the basis of the data and documents that you must declare and upload in your application ([paragraph 2.1](#) of the call)

Applications will be evaluated **up to 100** points according to the following criteria:

1. Academic merit: MAX 70 points

The score is proportionally assigned according to each candidate's weighted average grade (considering the number of ECTS credits) both for students and graduates in a scale from 0 to 70, according to the qualification uploaded to access the programme and based on the following formula:

$(\text{Weighted average of exam grades} - 18) \times (70/12)$

In case of foreign qualifications, before applying the formula, the Admission Board will first convert the foreign grades into the Italian grading scale (up to 30) using the ECTS (European Credit Transfer System) conversion tables, if possible.

2. Consistency between the study plan and the degree programme in "Business Administration and Sustainability": MAX 15 points

The score is assigned according to the quality and consistency of the previous qualifications with respect to the outcomes of the degree programme.

Points will be awarded to candidates who have obtained credits in the business, economic, legal, mathematical-statistical and agri-food system sectors.

3. Studies, internships, work experiences and other activities in Italy and/or abroad: MAX 15 POINTS

Points are awarded as it follows:

- **Up to 10 points** for study experiences abroad e.g. Erasmus or Overseas, etc... (internships are excluded, even though they have been completed under the Erasmus traineeship

programme, because they are evaluated in the points below). The study experiences abroad shall be certified or self-certified (according to the Italian regulation).

In particular, for each study experience abroad, the following scores are awarded:

- 3 points for a one-semester experience;
- 5 points for a one-academic-year experience;
- experiences of different duration will be evaluated by the Board.
- **Up to 3 points** for internships and/or work experiences abroad (the experience shall be certified or self-certified according to the current Italian regulation). Specifically, 1 point is awarded for each month of internship (also under the Erasmus for traineeship programme) and/or work experience abroad on subjects related to the degree programme.
- **Up to 3 points** for internships and/or work experiences in the country of residence (the experience shall be certified or self-certified according to the current Italian regulation). Specifically, 0,5 points are awarded for each month of internship and/or work experience on subjects related to the degree programme.
- **1 point** for English language certificates of at least C1 level (obtained starting from 01/01/2021);
- **Up to 1 point** for participation in Summer/Winter Schools (the participation shall be certified or self-certified according to the current Italian regulation);
- **Up to 2 points** for additional qualifications (that have to be certified or self-certified according to the current Italian regulation).

The **minimum score** required to be admitted to the degree programme is **35/100**.

4. RANKING

After the personal preparation assessment, the selection is concluded and a final ranking for each intake is drawn up. For the first intake, two rankings will be published (one for each quota) while for the second intake the ranking is referred only to the quota for Italian, EU citizens, non-EU citizens with equivalent status.

Candidates of each quota are ranked according to their final score in descending order.

Assessment results will be drawn up exclusively on the basis of the evaluation criteria until the available places are filled.

Candidates who meet the requirements provided by the call are considered eligible and included in the final admission ranking, if:

- They obtained an **overall score of 35/100 or above** in the personal preparation assessment;
- **In case of candidates with equivalent score, the priority is assigned to the youngest applicant.**

The final rankings will be published on:

- **May 22nd, 2024** for the first intake,
- **July 15th, 2024** for the second intake

exclusively on Studenti Online (www.studenti.unibo.it) in the details of your application (in the list of ongoing requests).

5. ENROLLMENT

Admitted candidates included in the final ranking can enrol within the mandatory deadlines for each intake, indicated in the [General Calendar](#):

- **from May 22nd, 2024 to May 29th, 2024**, for the first intake,
- **from July 15th, 2024 to July 22nd, 2024** for the second intake.

If you enrol for the first time, follow the procedures indicated at [paragraph 5.1](#).

If you are enrolled in another Italian university and you want to transfer (**transfer from another University**) or enrolled in another degree programme of the University of Bologna and you want to change your degree (**change of the degree programme**), follow the instructions in [paragraph 5.2](#) and [paragraph 5.3](#).

If you completed previous studies at second-cycle/Master's level, you can ask for the recognition of your previous studies, after your enrolment and within **November 28th 2024**, by submitting a request for a [shortening of the degree programme – University of Bologna \(unibo.it\)](#) according to the deadlines and procedures that are indicated on the webpage.

Information on the **possibility to enroll in two university degree programmes**, as provided by the Italian law n.33 of April 12th, 2022, is available at the following page <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/simultaneous-enrolment-in-different-courses>.

Information about **fees and scholarships** is available at [paragraph 5.4](#).

5.1 How to enroll for the first time

Within the mandatory deadlines indicated for each intake in the [General Calendar](#) you have to:

- **Connect to Studenti Online** (www.studenti.unibo.it);
- **Select “Registration”, then “2nd-cycle degree programme/master’s degree” and the course “BUSINESS ADMINISTRATION AND SUSTAINABILITY”**, enter the data required and upload your passport-sized photo. In the event of false declarations, in addition to incurring the penalties laid down in Article 496 of the Italian Penal Code, you will automatically lose your right to enrol and any related benefits, without being entitled to any reimbursement of the payments made;
- **Choose a curriculum: “Business and Administration” or “Sustainable Food System Management”** for your study plan;

- **Pay** the first instalment or the entire annual amount of the tuition fees via the PagoPA platform according to the procedures indicated on [Studenti Online](#).
- **ATTENTION!** If you do not pay for the 1st instalment within the deadline, you will be excluded from the enrolment procedure (late payments, even with an additional fee, are not accepted).

You have to activate **your student career within February 28th, 2025**, otherwise your enrolment will be cancelled.

After paying for the tuition fee to enrol in the degree programme, you have to check on [Studenti Online](#), in the details of your enrolment request, the steps to follow to activate your career.

If your career cannot be automatically activated, you have to get in contact with the Student office in Forlì for the documents required for the activation.

After activating your academic career, you will have access to services such as the presentation/submission of your study plan, exam booking/registration/enrolment, access to Wi-Fi network and MyUnibo app, online library and educational resources, and the Campus LABIC facilities. You can also carry out any other procedures (e.g., programme transfer, transfer to another Italian university, withdrawal from studies); furthermore, you will receive an email with a QR code to print out your student card/badge.

In the following cases the activation of the career is NOT automatic and there are further steps required to complete the activation of your career:

- **Non-EU citizens with equivalent status and holding an Italian qualification** shall submit a copy of the valid residence permit that allows the equivalence to the student office in Forlì at segforli@unibo.it; **if the qualification was obtained abroad**, they have to upload it together with the other required documents on [Studenti Online](#) in the section “*Enrolment a.y. 24_25 - international students and students qualifications obtained abroad documents upload*” as explained hereafter at letter c).

ATTENTION! Carefully check who are considered as “non-EU students with equivalent status” and the types of residence permit allowing for the equivalency at www.unibo.it/whoareinternationalstudents.

Indeed, if you participate in the selection procedure as non-EU citizen with equivalent status without holding the qualification required to be considered as “equivalent status”, you will not be able to complete the enrolment, even if you have already been admitted and paid for the first instalment.

- **Non-EU citizens residing abroad** have to check the information at the link [Enrolling in a first-cycle or single-cycle degree programme if you come from a non-EU country — University of Bologna \(unibo.it\)](#) then connect to [Studenti Online](#) (www.studenti.unibo.it), select “Call for applications” (BANDI), select “*Enrolment a.y. 24_25 - International students and students qualifications obtained abroad documents upload*” – and upload, a copy of the your VISA for study purposes, in addition to the documents required for the qualifications obtained abroad. Upon arrival in Italy, they must schedule an appointment

with the Student Office in the Forlì campus (writing to segforli@unibo.it) in order to submit the original documents. Afterward, they have to send to the Forlì campus student office at segforli@unibo.it a copy of the receipt confirming your application for the residence permit in order to activate their university career.

ATTENTION! The admission to the degree programme and validation of the pre-enrolment, with or without reservation, by the University, do not imply any right to complete your enrolment in the programme, even if you have already obtained an entry visa and you are physically in Italy or you are suitable/have received a scholarship/ any other form of financial assistance.

In order to complete your enrolment in the programme, it is necessary to verify that your foreign qualification is authentic and eligible for the enrolment. The formal verification of the academic qualification will be conducted by Student Office of Forlì campus after the payment of the first instalment of tuition fees and the submission of all the original required documents.

- **Students holding a foreign qualification obtained abroad** shall check the information at the link [Enrolling in a second-cycle degree programme - foreign qualification — University of Bologna \(unibo.it\)](#), then they have to connect to **Studenti Online** (www.studenti.unibo.it), select “Call for applications” (BANDI), select “Enrolment a.y. 24_25 - *international students and students with qualifications obtained abroad documents upload*” – and upload the documents connected with your qualification (used to enter the programme), then schedule an appointment with Forlì Student Office by writing to segforli@unibo.it to present the documentation in original.
- Admitted candidates who have not obtained the qualification (bachelor’s degree) required, can enrol according to the above-mentioned deadlines, but they must **obtain the bachelor’s degree within October 31st, 2024**. In this case, your **career will be activated only after you obtain the qualification**.

If you graduate at the University of Bologna, the qualification will be automatically collected, and your career will be activated. If you graduate in another Italian University or abroad, you have to connect to **Studenti Online**, in the details of your enrolment request, and you have to enter your graduation grade via the button “inserisci voto di laurea” (enter your graduation grade).

If you hold a foreign qualification, in order to activate your career, you also have to upload the required documents on [Studenti Online](#) and show the original documents to the Student Office in Forlì, as indicated in the previous point “**Students holding a foreign qualification**”.

If you do not graduate within October 31st, 2024, it will not be possible to complete the enrolment in the programme and **you will lose** the student status even if you have already provisionally enrolled in the degree programme.

5.2. How to enroll if you transfer from another Italian University (transfer)

Within the deadlines indicated in the [General Calendar](#) you have to:

- Connect to **Studenti Online** (www.studenti.unibo.it);
- Select “Registration”, then “2nd-cycle degree programme/master’s degree” and the programme “**BUSINESS ADMINISTRATION AND SUSTAINABILITY**”, enter the data required and upload your passport-sized photo. In the event of false declarations, in addition to incurring the penalties laid down in Article 496 of the Italian Penal Code, you will automatically lose your right to enrol and any related benefits, without being entitled to any reimbursement of the payments made;
- Choose for your study plan a curriculum between “**Business Administration**” and “**Sustainable Food System Management**”;
- **Pay** the first instalment or the entire annual amount of the tuition fees any other form of financial assistance according to the procedures indicated on [Studenti Online](#).
- **Submit the transfer application to the University of origin** within the deadlines established by the University of origin.

Your career at the University of Bologna will be active **only after** the degree programme board of the master’s programme in Business and Administration and Sustainability formally declares the recognition of your previous studies and the prosecution of the studies in the degree programme. You can participate in learning activities in the university of origin until you submit your transfer application.

Once the Student office receives the documents from your university of origin, you will be asked to pay a specific **transfer fee**.

For more information, please visit the following webpage: [Transferring to the University of Bologna — University of Bologna \(unibo.it\)](#).

5.3. How to enroll if you change your degree programme within the University of Bologna (change/option)

If you are currently enrolled in another programme of the University of Bologna, you have to follow the procedures indicated below within the deadlines of your quota specified in the [General Calendar](#):

- Connect to **Studenti Online** (www.studenti.unibo.it);
- Select “Registration”, then “2nd-cycle degree programme/master’s degree” and the programme “**BUSINESS ADMINISTRATION AND SUSTAINABILITY**”, enter the data required and upload your passport-sized photo. In the event of false declarations, in addition to incurring the penalties laid down in Article 496 of the Italian Penal Code, you will automatically lose your right to enrol and any related benefits, without being entitled to any reimbursement of the payments made;

- Choose for your study plan a curriculum between “**Business Administration**” and “**Sustainable Food System Management**”;
- **Pay** the first instalment or the entire annual amount of the tuition fees according to the PagoPA platform to the procedures indicated on [Studenti Online](#).

Afterwards, starting from July 25th, 2024 and within the mandatory deadline of August 9th, 2024, you have to submit the request to change your degree programme on [Studenti Online](#) (www.studenti.unibo.it) following the steps below:

- Click on “**PASSAGGIO DI CORSO**” (“degree programme change”) and enter the required data;
- **Pay for the fee** required to change the degree programme – the exact amount will be available at [Changing degree programme within the University of Bologna – University of Bologna \(unibo.it\)](#) and [Transfer to a programme running under the new degree programme system – University of Bologna \(unibo.it\)](#)

Your academic career at the University of Bologna will be active only after the degree programme board of the master’s degree programme in “BUSINESS ADMINISTRATION AND SUSTAINABILITY” formally declares the recognition of your previous studies and the prosecution of your studies in the degree programme.

You can take learning activities in the degree programme of origin until you submit your application to change the degree programme.

5.4. Tuition fees and study grants

The amount of the tuition fees and information about grants and exemptions are available at the following webpage: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>.

In order to enrol in a degree programme, students have to pay for a fixed fee of €157.04 and a variable fee based on the family economic situation (ISEE), up to a maximum that may change according to each degree programme. The contribution is **progressively calculated according on the valid ISEE certificate (or the documents required for foreign students)** only if it is submitted according to the procedures and deadlines outlined on the page www.unibo.it/feesandexemptions. If you do not submit any ISEE certificate, you will have to pay for the maximum amount of fees.

The ISEE submission is independent from the enrolment in the degree programme. You can complete the two procedures in any order, as long as you meet both deadlines.

Benefits for the right to study provided by ER.GO

The Regional Agency for the Right to Higher Education – ER.GO yearly publishes on its website (www.er-go.it) calls for scholarships, accommodations in the university residences, catering, and other benefits.

The procedures to apply for ER.GO benefits are independent from the ones required to apply and enrol in a degree programme.

Important information for students with an active university career

Candidates who are already enrolled in other degree programmes, before transferring, changing the degree programme, or opting for a different programme, must carefully check the **merit requirements to access the benefits** indicated in the ER-GO 2024/2025 call, **as students' careers will be assessed starting from their first enrolment in the University** (even if it is another one), regardless of the credits recognized or the year assigned to students by the Degree-Programme Board. Moreover, for the purposes of the merit requirements necessary to access ER.GO benefits, only the credits recognized in the programme you move to are considered as valid. This could be a possible reason for the loss of benefits.

Benefits for the right to study provided by the University

Information about other benefits can be found on the University Portal in the section www.unibo.it/StudyGrantsandSubsidies. Instructions on procedures and mandatory deadlines to apply are provided for each benefit.

If you have a civil disability certification equal to or greater than 66% or a certification under the Italian law 104/1992, in order to be eligible for exemption, you must submit the certificate attesting to your condition to the email address of the Forlì Student Office (for information: www.unibo.it/ExemptionsforDisabledStudents).

The Superior College of the University of Bologna (www.collegio.unibo.it) will publish a call for applications for the academic year 2024/2025 in the coming months, open to both Italian and international students.

6. REALLOCATION OF VACANT POSITIONS (CLEARING PROCEDURE)

In case of vacant positions at the end of the enrolment procedure for admitted candidates (both in the first and second intake), **two clearing procedures** will take place for their reallocation to "eligible" candidates.

If you wish to participate in the reallocation of vacant positions, you have to declare your interest in participating in the clearing procedure within the deadlines indicated in the [General Calendar](#) otherwise you will be excluded from the procedure.

IMPORTANT: vacant positions are not automatically reallocated to all the eligible candidates listed in the ranking; you must always **declare your interest in participating in the reallocation of the vacant positions** (clearing procedure).

Once you have declared online your interest in participating in the clearing procedure, you will not be allowed to cancel or modify it anymore.

The number of vacant positions and the list of candidates admitted to the clearing procedure is published on **Studenti Online** (www.studenti.unibo.it) in the details of your application, according to the deadlines indicated in the [General Calendar](#).

6.1. HOW TO PARTICIPATE IN THE CLEARING PROCEDURE

If you are **not admitted** in the degree programme but you are **eligible**, you can declare your interest in participating in the reallocation of vacant position (clearing procedure), following the steps below:

- Connect to **Studenti Online** (www.studenti.unibo.it);
- **Click on the button “I wish to be reassigned” in the details of your application** (“ongoing requests”) available on the main page in the application detail section.
- Check that you have correctly submitted your request in the details of your application by accessing it again after having refreshed the page.

6.2. Extraordinary clearing PROCEDURE

FIRST INTAKE

In case of further vacant positions at the end of the second clearing procedure of the first intake, an extraordinary clearing procedure for their reallocation to eligible candidates will take place according to the ranking order **ONLY for the non-EU citizens residing abroad** who have declared their interest in taking part in the clearing procedure in the period indicated in the [General Calendar](#) (from May 22nd to May 29th, 2024). The extraordinary clearing procedure must end by July 31st, 2024.

A specific note will be published on Studenti Online (www.studenti.unibo.it) in the details of your applications and candidates admitted to the extraordinary clearing procedure will receive a communication in their institutional email account name.surname@studio.unibo.it with the deadline to enrol in the programme.

After July 31st, 2024, any remaining position for the non-EU citizens residing abroad quota will be assigned to the quota for EU and non-EU citizens with equivalent status, starting from the second clearing procedure of the second intake.

SECOND INTAKE

In case of vacant positions at the end of the second clearing procedure of the second intake, an extraordinary clearing procedure for their reallocation to eligible candidates will take place according to the ranking order, only for the **Italian, EU citizens and non-EU citizens with equivalent status** who have declared interest in taking part in the clearing procedure in the period indicated in the [General Calendar](#) (from July 15th to July 22nd, 2024) until all vacant positions are assigned. The extraordinary clearing procedure for this intake shall end by November 21st, 2024.

A specific note will be published on Studenti Online (www.studenti.unibo.it) in the details of your application and candidates admitted to the extraordinary clearing procedure will receive a

communication in their institutional email account name.surname@studio.unibo.it with the deadline to enrol in the programme.

7. FINAL REMARKS AND CONTACTS

FINAL REMARKS

Any notice concerning this call will be published on **Studenti Online** (www.studenti.unibo.it).

The information on the processing of personal data is available at

<https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/personal-data-processing>

This call for applications, issued by executive order with the protocol number and repertory shown in the header of the first page, is subject to the rules laid down in the Decree no. 8/2021 of the Italian Ministry for University and Research, and its subsequent amendments and integrations regarding self-assessment, evaluation, initial accreditation, and periodic accreditation of university locations and degree programmes.

Appeals against this measure may be filed with the competent Regional Administrative Court within 60 days of publication of the call for applications.

The responsible for the administrative procedure is dott.ssa Patrizia Ussani, in charge of the Student office in Forlì tel: +39 0543 374815.

CONTACTS

Information about the call for applications and the degree programme:

Forlì Student Office, Melandri Pavilion, Piazzale Solieri 1, 47121 Forlì

Email: segforli@unibo.it;

For other contacts: <http://www.unibo.it/it/campus-forli/servizi-di-campus/segreteria-studenti>

Program Coordinator: Dr. Mara Donati

Email: didatticaforli.em.info@unibo.it

Degree Tutor:

Email: didatticaforli.em.tutorclambafood@unibo.it

IT-related information

(for example: access credentials, data entry, application usage/anomalies, IT difficulties, etc.)

Student Online Help Desk

Phone: +39 051 20 80 301

Email: help.studentionline@unibo.it

Information for international students

For information regarding enrollment of international students and those with foreign qualifications:

Forlì Student Administration Office

Melandri Pavilion, Piazzale Solieri 1, 47121 Forlì

Email: segforli@unibo.it;

For other contacts: <http://www.unibo.it/it/campus-forli/servizi-di-campus/segreteria-studenti>

For further information for international students and those with foreign qualifications (for example: eligibility of foreign qualifications for admission, pre-enrollment, visas and residence permits, financial benefits for international students, etc.):

International Desk (Bologna)

Via Marsala 49/A - Bologna

Email: internationaldesk@unibo.it

For other contacts: www.unibo.it/ContattiStudentiInternazionali

Italian language courses for international students:

CLA - University Language Center

Forlì Branch, Via Lombardini 5, 47121 Forlì

Email: cla.fo-segreteria@unibo.it

For other contacts: <https://centri.unibo.it/cla/it/contatti/segreterie-studenti-del-cla>

Information on fees and benefits

Student Contributions Office

Email: ases.contribuzionistudentesche@unibo.it

To contact the office, please visit the page www.unibo.it/Tasse

Information for candidates with disabilities or SLD

Service for students with disabilities or SLD

Email: ases.adattamentiammissione@unibo.it

To contact the service, please visit the website <https://site.unibo.it/studenti-con-disabilita-e-dsa/it>

Contacts for OTHER SERVICES FOR STUDENTS AT THE FORLÌ CAMPUS can be found on the page <http://www.unibo.it/it/campus-forli/servizi-di-campus>.

OUR OFFICES WILL BE EXTRAORDINARILY CLOSED ON

- National Holidays (<https://www.unibo.it/en/study/guide-to-choosing-your-programme/academic-calendar-1>)
- Friday March 29th 2024;
- Friday April 26th 2024;

- From 12th to 16th of August 2024 (Summer Holidays);
- Friday October 4th, 2024 (only for Help Desk, International Desk, Service for Students with Disabilities and SLD, Students Contribution Office);
- Tuesday February 4th, 2024 (Forlì Patron Saint Holiday);

Other possible extraordinary closures will be published on www.unibo.it.