



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
CAMPUS DI CESENA

Academic Year 2022/2023

LEGAL NOTICE: 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.

**Call for applications for the
Second Cycle / Master's Degree
with restricted access in**

Digital Transformation Management

**Class LM-91 – Methods and Techniques for the Information Society
(programme code: 5815)**

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GENERAL INFORMATION

WHO IS THIS CALL FOR APPLICATIONS ADDRESSED TO?

All candidates wishing to enrol in the Second Cycle / Master's Degree programme with restricted access in Digital Transformation Management (Class LM-91 – Methods and Techniques for the Information Society) shall refer to this call for applications.

All the learning activities (lessons and exams) are held in English.

All information related to this programme (regulations, admission requirements, course structure diagram, learning outcomes, information and contacts and more) are available on the degree programme website at the following link: <https://corsi.unibo.it/2cycle/DigitalTransformationManagement>

WHO IS TO TAKE THE ADMISSION TEST?

All students wishing to enrol in the Degree programme shall take part in the selection process according to the procedures and deadlines specified in this call for applications, including:

- candidates transferring from another degree programme of the University of Bologna or from another University;
- candidates who obtained a degree in Italy or in another country or who have withdrawn or lost the student status and wish to request the recognition of previous studies.

Please NOTE: non-UE citizens holding a residence permit for study purposes who formally withdraw from studies in this or other University lose the requisites to remain in Italy and therefore their residence permit is revoked. Therefore, they have to go back to their country of origin and start the pre-enrolment procedures with the territorial Italian Embassy or Consulate, within the deadlines established and published every year on the webpage <https://www.studiare-in-italia.it/studentistranieri/>

WHAT ARE THE FEES TO BE PAID?

Information about tuition fees, subsidies and exemptions are published at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees-a-y-2020-21>

Tuition fees are proportionally calculated according to the students' ISEE (that is a document stating your economic condition – family revenue) **that has to be submitted according to the procedures and deadlines published at** <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees-a-y-2020-21> .

If the ISEE documents are not submitted, the maximum contribution for the degree programme will be applied.

Information regarding other subsidies is available at the following webpage: <https://www.unibo.it/en/services-and-opportunities/services-and-opportunities> .

For information about subsidies for the right to education, please refer to the call for applications published by the Regional Authority for the Right to Higher Education at www.er-go.it.

Candidates enrolled in other degree programmes who wish to transfer, should carefully read the merit requirements to access the subsidies specified in the call for applications published at www.er-go.it before transferring. Indeed, the student's career is evaluated from the first year of enrolment in the University,

regardless of the recognition obtained or the course year students will be assigned by the Degree Programme Board. As a consequence of the transfer, this may cause the loss of the subsidies.

In order to apply to the selection procedure, candidates have to pay for a 50€ application fee (please refer to section 5 – APPLICATION FOR THE SELECTION).

In addition, specific fees have to be paid by candidates transferring from another university or from another Second Cycle / Master's Degree of the University of Bologna (please refer to section 9 - ENROLMENT OF SUCCESSFUL CANDIDATES)

CONTACTS

For technical problems on Studenti Online (<https://studenti.unibo.it/sol/welcome.htm>), such as username or password, filling in your data, anomalies in the application functioning and similar issues:

Studenti Online Help Desk

Email: help.studentionline@unibo.it

Tel. +39 0512080301

For clarifications and information regarding teaching activities:

Teaching Office

Via dell'Università, 50 - 47521 CESENA (FC)

Email: campuscesena.dtm@unibo.it

Administrative information (for example: deadlines, application for the selection procedures, deadlines to enrol, etc..):

Cesena Student Administration Office

E-mail: segcesena@unibo.it

To contact the Student Administration Office, refer to:

<https://www.unibo.it/en/campus-cesena/campus-services/student-administration-office-cesena>

Information **for international students or certifications obtained abroad** (for example: validity of foreign degrees for the admission, pre-enrolment, visas and residence permits, subsidies for international students, etc..):

International Desk

Via Filippo Re 4 - 40126 Bologna

Email: internationaldesk@unibo.it

To contact the International Desk, please check the following website:

<https://www.unibo.it/en/international/contacts-for-international-students>

Information regarding **candidates with disabilities and/or specific learning disabilities**:

Services for Students with Disabilities:

<http://www.studentidisabili.unibo.it/>

Email: disabili@unibo.it

Information regarding **tuitions and subsidies**, contact:

Ufficio contribuzioni studentesche:

Email: abis.contribuzionistudentesche@unibo.it

To contact the office, please check the following website: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees-a-y-2021-22>

Offices are closed on:

- June 3rd, 2022
- June 24th, 2022 (patron saint of Cesena)
- From August 8th to August 19th, 2022 for summer break
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In case of other extraordinary closures, the information will be published on Studenti Online at (<https://studenti.unibo.it/sol/welcome.htm>)

1 – AVAILABLE POSITIONS

For the Academic Year 2022/2023 the following positions are available for the admission to the Second Cycle / Master's Degree in Digital Transformation Management:

- **40** positions for Italian citizens, EU citizens and non-EU citizens with EU equivalent status ⁽¹⁾ or exempted;
- **20** positions for Non-EU citizens resident abroad ⁽²⁾

(1) Details on who are **non-EU citizens with EU equivalent status** can be found at <https://www.unibo.it/en/international/Who-are-international-students> clause 1.

Details on who are **non-EU citizens exempted** from the international students quota can be found at <https://www.unibo.it/en/international/Who-are-international-students> clause 2. Even if these candidates are exempted from the international students quota, nonetheless they shall follow the procedures required for non-EU citizens resident abroad.

(2) Details on who are **non-EU citizens resident abroad** can be found at <https://www.unibo.it/en/international/Who-are-international-students> clause 3.

Available positions are thus divided in two intakes:

1st intake: 20 positions for EU citizens and non-EU citizens with EU equivalent status and 19 positions for non-EU citizens resident abroad.

2nd intake: 20 positions for EU citizens and non-EU citizens with EU equivalent status + remaining positions (if any) from the 1st intake for EU citizens and non-EU citizens with EU equivalent status; 1 position for non-EU citizens resident abroad + remaining positions (if any) from the 1st intake for non-EU citizens resident abroad.

2 – GENERAL CALENDAR

Two intakes will take place.

Eligible candidates who have not been admitted to the degree programme at the end of the first intake can participate in the second one without paying again for the application fee. They will be assessed again for the 1st phase of the selection procedure, according to the new documents uploaded in the application procedure, but will preserve the score received for the 2nd phase.

Candidates that are considered not eligible at the end of the first intake cannot participate in the second one.

1st intake

Deadline to apply	From March 2 nd 2022 to April 14 th 2022 1p.m. CET
Publication of candidates admitted to the interview	May 3 rd 2022

Interview session	May 9 th -10 th 2022
Publication of the final ranking and enrolment for successful candidates	May 17 th 2022
Deadline for the enrolment of successful candidates	May 24 th 2022
Declaration to participate in the 1 st clearing procedure	from May 17 th 2022 to May 24 th 2022
Publication of candidates admitted to the 1 st clearing procedure and enrolment for admitted candidates	from May 27 th 2022 to June 6 th 2022
Declaration to participate in the 2 nd clearing procedure	from May 27 th 2022 to June 6 th 2022
Publication of candidates admitted to the 2 nd clearing procedure and enrolment for admitted candidates	from June 9 th 2022 to June 16 th 2022

2nd intake:

Deadline to apply	from April 15 th 2022 to June 13 th 2022 1p.m. CET
Publication of candidates admitted to the interview	June 27 th 2022
Interview sessions	June 29 th and 30 th 2022
Publication of the final ranking and enrolment for successful candidates	July 7 th 2022
Deadline for the enrolment of successful candidates	July 14 th 2022
Declaration to participate in the 1 st clearing procedure	from July 7 th 2022 to July 14 th 2022
Publication of candidates admitted to the 1 st clearing procedure and enrolment for admitted candidates	from July 19 th 2022 to July 26 th 2022
Declaration to participate in the 2 nd clearing procedure	from July 19 th 2022 to July 26 th 2022
Publication of candidates admitted to the 2 nd clearing procedure and enrolment for admitted candidates	from July 29 th 2022 to August 5 th 2022

All deadlines are **mandatory**. Candidates who do not meet the deadlines are **excluded** from the selection procedure or from the possibility to enrol in the degree programme, regardless the motivations.

Extraordinary selection procedure

If, at the end of the ordinary selection procedure, a number of positions are still available, an extraordinary selection procedure reserved to Italian citizens, EU citizens and non-EU citizens with EU equivalent status may take place.

The related notice will be published on Studenti Online (<https://studenti.unibo.it/sol/welcome.htm>) and on the degree programme website at <https://corsi.unibo.it/2cycle/DigitalTransformationManagement> on August 29th 2022.

3 – ADMISSION REQUIREMENTS

In order to be admitted to the degree programme in Digital Transformation Management the following **curricular requirements** shall be met:

- having obtained a degree in one of the following classes or having obtained another degree deemed suitable in another country: ex D.M 270:
 - o L-16 Business administration
 - o L-18 Economics and business administration
 - o L-33 Economics
 - o L-41 Statistics
 - o L-31 Computer Science and Technologies
 - o L-8: Information Engineering
 - o L-9: Industrial Engineeringor an equivalent degree from previous systems;

or

having a 1st-cycle/bachelor's degree of another class with at least 36 ECTS in business, economics, computer science areas in the following scientific disciplinary sectors (SDS):

- o Business SDS: SECS-P/07 – Business Administration and Accounting Studies, SECS-P/08 Management, SECS-P/09 Corporate Finance, SECS-P/10 Organization and Human Resource Management, SECS-P/11 Financial Markets and Institutions;
 - o Computer Science SSD: ING.INF/05 Information Processing Systems and INF/01 Informatics
 - o Economics SSD: SECS-P/01 Economics, SECS-P/02 Economic Policy, SECS-P/03 Public Economics, SECS-P/05 Econometrics, SECS-P/12 Economic History;
- of which at least 24 ECTS in the Business and Computer Science SSDs.

The curricular requirements shall be met by the deadline to apply for each intake.

Candidates who have not yet completed the 1st-cycle/bachelor's degree programme are admitted to the assessment of their personal preparation, but they shall obtain it by **October 31st 2022**.

Candidates who have successfully passed the assessment of their personal preparation can enrol even if they have not completed their 1st-cycle/bachelors' degree programme yet, but they have to obtain it by October 31st 2022. If they do not obtain it within the deadline, the enrolment in the degree programme is terminated.

In addition, English proficiency is required at B2 level of the CEFR at least.

The English B2 proficiency is met if the candidate holds one of the following certificates:

- at least at a B2 level, among the ones specified at https://centri.unibo.it/cla/it/idoneita-linguistica/tabella-certificazioni-equipollenti-prova-idoneita-linguistica-1.pdf/@_@download/file/Tabella%20certificazioni%20equipol-lenti%20prova%20idoneita%20linguistica regardless of the date of the certificate;
- a certification stating that a higher education qualification has been obtained in English;
- a certificate (or self-certification) proving that an exam or a pass/fail exam ("idoneità") of English language at B2 level at least has been passed during the student's university career (the certificate has to state the level, otherwise it cannot be accepted).

Holding one of the certificates listed above is not mandatory to apply. Candidates can be admitted to the second phase of the selection procedure (interview in English) without a certificate and the examining board will assess their English proficiency as well. In case the requirement is not met, the candidate will be excluded from the rankings.

The board will assess oral production and comprehension at B2 level. In particular, the board will verify that candidates are able to present and defend their opinions in a discussion, interacting appropriately.

In addition to the possession of the curricular requirements, candidates have to pass the **assessment of personal preparation**.

Personal preparation will be assessed through an interview held in English.

4 - SELECTION METHODS AND CRITERIA

The selection procedure consists in the assessment of documents uploaded by candidates and an interview, therefore it is divided into two phases:

Phase I: assessment of qualifications (minimum score 15/40)

Assessment of qualifications is based on the GPA (weighted average mark) of the exams passed.

The score (up to 40 points) will be assigned according to students' weighted average mark, based on the ECTS, of the exams passed, both for graduates and graduands (the average is calculated at the deadline of each intake).

The score will be assigned proportionally based on the GPA on a scale from 0 to 40 points.

In case of degrees obtained in other countries, the board applies the "Guidelines to transfer exams and qualifications of study obtained abroad" adopted by the University of Bologna.

Candidates who obtain a minimum score of 15/40 are admitted to the second phase (an interview held in English) with the following limits:

- three times the number of available places for each intake for EU citizens and non-EU citizens with EU equivalent status;
- four times the number of available places for non-EU citizens resident abroad.

In case of candidates with equivalent score, the priority is assigned to the youngest applicant.

Phase II: interview (minimum score 35/60)

Candidates who successfully pass the 1st phase, are admitted to the second one (interview). The Board, through an interview held in English, assesses the candidate's curriculum/resume, reference letters (if any) logical reasoning, relational, interaction and oral comprehension skills. Moreover, English proficiency will be assessed for candidates who did not submit any valid English certificate (at B2 level at least). The assessment of the English proficiency does not include any additional score.

Students will be assigned max. 10 point related to the assessment of the curriculum vitae and of reference letters (if any); in the assessment of the curriculum vitae, the board may positively assess experiences abroad, work or internship experiences or other additional study qualifications.

The interview will be scored up to a maximum of 50 points. The interview will be held *online* using Microsoft Teams.

The final ranking will be expressed as the sum of the scores obtained in the two phases (first and second phase).

Candidates who obtain the minimum score of 50/100 (at least 15/40 in the first phase and 35/60 in the second one) will be included in the final ranking. Candidates ranked within the available places of each intake, as specified in the first section of this call for applications, can enrol in the programme.

Candidates who do not obtain the minimum score required cannot enrol in the Second-Cycle / Master's Degree programme in Digital Transformation Management, regardless of their position in the ranking. In case of candidates with equivalent score, the priority is assigned to the youngest applicant.

5 – APPLICATION FOR THE ADMISSION PROCEDURE

In order to participate in the admission procedure, candidates have to apply by the following deadlines:

first intake: from March 2nd 2022 to April 14th 2022 1:00 P.M. CET

second intake: from April 15th 2022 and by June 13th 2022 1:00 P.M. CET.

In order to apply, candidates have to:

A) **Register on the Unibo portal:**

- 1) **If you do not have a SPID account**, connect to Studenti Online (<https://studenti.unibo.it/sol/welcome.htm?siteLanguage=en>): you can login with your UniBo account, if you do not have one, click on “Register” and fill in the required data (International students who do not have an Italian fiscal code have to click on “International student registration” and follow the instructions to create a UniBo account). UniBo account is valid throughout the student's career and it is required every time you need to access your profile.
- 2) **If you have a SPID account**, you can use it to register on Studenti Online: click on “Register”, then “Entra con SPID”. The system will automatically create a UniBo account name.surname@studio.unibo.it.

B) **Click** on “Admission Application”, select “Second cycle degree programme” then “Digital Transformation Management”.

C) **Fill in the** online Application Form, including the *Curriculum vitae* (mandatory).

D) **Upload the** following documents in pdf. format:

- **For students and graduates from Italian universities:** properly filled in self-certification of the exams passed, specifying the grades, ECTS or credits, scientific area / academic field (SSD) and the final grade of graduation (for graduates only). It is possible to include only the exams officially recorded, on the other hand, partial exams cannot be taken into consideration **(mandatory)**
- **For students and graduates from foreign universities:** transcript of all the exams passed with grades and, ECTS or credits, where available, or workload of each course expressed in hours, and the final grade of graduation. It is possible to accept certifications in English, Italian, French or Spanish; otherwise it is required a translation in English or Italian. **(mandatory)**
- **Certificate of English proficiency at least at a B2 level (if any).**
- **Front and back copy of a valid ID document** (Italian identity card, passport): **(mandatory)**
- **Copy of residence permit / “permesso di soggiorno”** (only for extra-EU citizens), if already available.
- **For the reference / recommendation letters (optional), candidates have to indicate the e-mail address of the referee who will have to upload the letter online.**

E) **Pay** the 50 € application fee which under no circumstance will be refunded. Payment has to be done following the guidelines specified at <https://studenti.unibo.it/sol/welcome.htm?siteLanguage=en>

Only applications submitted according to the procedures as described above will be taken into consideration.

6 – REQUEST FOR ADAPTATIONS FOR CANDIDATES WITH DISABILITIES AND CANDIDATES WITH SPECIFIC LEARNING DISABILITIES

Candidates who wish to ask for special adaptations for the admission procedure, shall request them within the application deadline for each intake.

The procedure to request for special adaptations is as follows:

- 1) **Login in on Studenti online** (<https://studenti.unibo.it/sol/welcome.htm?siteLanguage=en>) and apply for the admission procedure.
- 2) Fill in the “**Modulo di richiesta adattamenti**” (*Adjustment request form*) downloadable from the same webpage in the section connected with the admission procedure, save it as a pdf file and upload it in the specific section.

Adaptations may take the form of:

- extra time: +30% for candidates with learning disabilities, or other special educational needs and pathologies; +50% for candidates with disabilities as described in the Italian Law 104.
- possibility to use devices such as devices for assisted reading, non-scientific calculators or other tools to be decided based on the specific case and certification.

The list of available adaptations can be found on the form.

In case of oral admission tests, candidates needing specific support or adaptations can request them by filling in the “Altro” field in the Adjustment request form.

In case, due to organizational and/or temporary issues, the necessary adaptations cannot be guaranteed, an alternative measure of the same compensatory value will be put in place.

- 3) Upload all the necessary **specific documents**. That is:

- Diagnosis of learning disabilities, as per Italian Law 170/2010, produced by the National Health Service, by a recognized private facility or by a private professional including a document assessing its conformity produced by the National Health Service. Documents should not be older than 3 years and should be drafted after the candidate turning 18 years old.

Considering the current emergency situation which has caused a reduced activity of the National health Service’ clinics, requests from candidates with learning disabilities, as per Italian Law 170/2010, will be accepted even if older than 3 years or without conformity. In these cases, the candidate shall produce documents proving that they have applied and are waiting for the renewal or for the declaration of conformity from the National Health Service; the University reserves the right to later request for the integration of the documents.

Certifications produced by private professionals shall in any case be complete and filled based on all criteria defined by the Consensus Conference for Learning Disabilities of 2011.

- Documents, issued by a professional of the National health Service, certifying another developmental disorder affecting learning abilities.
- Certification of disabilities as per Italian Law 104/92;
- Certification of civil incapacity,
- Medical documents, drafted by a professional, certifying health conditions (physical and/or psychological) that may negatively affect, even temporarily, the candidate’s ability to prepare for or take the test. Documents should be clear and complete of all information necessary to understand the candidate’s specific needs.

(Notice: if the candidate has both a certification as per Italian law 104 and other medical certifications, they should be all submitted).

Candidates with disabilities or learning disabilities resident abroad, wishing to request for adaptations, have to submit the legalized documents certifying the disability or learning disability condition, released in the country of residence, together with an official translation in Italian or in English.

University Bodies in charge of examining the aforementioned certifications will assess whether the documents produced abroad certify a condition of disability or learning disability recognized in the Italian legislation.

ATTENTION: BEFORE CLOSING THE SECTION FOR THE REGISTRATION TO THE SELECTION, PLEASE VERIFY THAT YOU HAVE CORRECTLY UPLOADED THE REQUEST FORM AND THE MEDICAL DOCUMENTS.

Documents will be examined by the Office for Services for Students with Disabilities and Learning Disabilities in order to assess the coherence of the adjustment requests with the submitted documents. In case the documents are incomplete or scarcely readable, an integration will be requested via email to the candidate's University email address name.surname@studio.unibo.it. Such integration shall be submitted by the mandatory deadline specified in the communication.

Candidates who do not submit the request by the deadline set in the call for applications or do not submit the integration, where needed, within the deadline specified by the Office for Services for Students with Disabilities and Learning Disabilities will not be provided with the adaptations requested.

Adaptations provided are always communicated by email by the Student Administration Office. For more information regarding the procedures to request adaptations, it is possible to contact the Office for Services for Students with Disabilities and Learning Disabilities at:
e-mail: abis.adattamentiammissione@unibo.it, tel. 051 20 80740

7 – ADMISSION TO THE INTERVIEW

After the application deadline of each intake, the examining Board assesses the documents uploaded by candidates in order to verify their curricular requirements (section 3 - ADMISSION REQUIREMENTS).

The list of candidates admitted to the interview and the calendar of the interviews, will be published on Studenti Online (<https://studenti.unibo.it/sol/welcome.htm?siteLanguage=en>) in the application page on:

1st intake: May 3rd 2022
2nd intake: June 27th 2022

Interviews will be held online on Microsoft TEAMS on the following dates:

1st intake: May 9th-10th, 2022
2nd intake: June 29th – 30th, 2022

Technical information to connect for the interview will be notified together with the list of admitted candidates.

8 – RANKINGS

At the end of the selection procedures, two rankings will be published, one for Italian, EU citizens and non-EU citizens with EU equivalent status or exempted from the international students quota, the other for non-EU citizens resident abroad on the following dates:

1st intake: May 17th, 2022
2nd intake: July 7th, 2022

Rankings will be published exclusively on Studenti Online (<https://studenti.unibo.it/sol/welcome.htm?siteLanguage=en>) on the application page as the only legal means of communication of the selection results.

9 - ENROLMENT PROCEDURE FOR SUCCESSFUL CANDIDATES

Successful candidates must enrol **by the following mandatory deadlines:**

I° intake: from 17/May/2022 to 24/May/2022
II° intake: from 07/July/2022 to 14/ July /2022

According to the procedures indicated below:

A. Candidates enrolling for the first time.

By the above-mentioned terms, admitted candidates must:

1. **Connect to Studenti Online (www.studenti.unibo.it),** by using the User ID and password received for the on-line application procedure or with their SPID account;
2. **Select “Enrolments”, then “Laurea Magistrale” or “Second-Cycle Degree Programme” and finally “Digital Transformation Management”,** fill in the required documents and upload a JPG passport-sized photo.
Applicants must be aware of the penalties established by art. 496 of the Italian penal code regarding false declarations and its consequences, consisting in the automatic loss of the right to enrol and of any related benefits, as well as of the right to any reimbursement of the payments made;
3. **Pay** for the first instalment of the annual tuition fee or for the entire amount of yearly tuition fees according to the methods and conditions indicated on Studenti Online (www.studenti.unibo.it)

Admitted candidates who do not pay the first instalment of the annual tuition fee waive their right to enrolment. Late payment is not accepted.

If the candidate has a SPID account and they use it for the enrolment procedure, the student career is automatically active after the payment. In case the candidate uses the SPID account but they belong to the cases c) d) or e) below reported, the required documents will be checked by the University before activating the student's career.

On the other hand, if a student does not have a SPID account, it is necessary to identify them according to the procedures published on Studenti Online, in the details of the enrolment request.

Career activation must take place no later than February 28th 2023, otherwise the matriculation will be nullified.

After activating their career, the student has access to the university services such as Wi-Fi, online library resources and career management (programme transfer, transfer to another university, withdrawal from studies).

Moreover, it will be possible to print the student card following the instructions contained in an automatic e-mail that each student will receive.

In the following cases, it is necessary to verify below how to complete the enrolment:

- a) **Students with disabilities** with recognised invalidity of at least 66% or with a certificate attesting their conditions in compliance with L.104/92 should send to the student office in Cesena (segcesena@unibo.it) a copy of the certificate proving the conditions for the tuition fee waiver as indicated on the following webpage: <https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-disabled-students>
- b) **non-EU citizens with EU equivalent status** must provide a valid copy of the residence permit allowing equivalence to the Student Administration Office in Cesena (segcesena@unibo.it);
- c) **non-EU citizens with residency abroad** have to verify the detailed information about the specific procedures at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/non-eu-students-with-residency-abroad-reserved-quotas-pre-enrolment-visas-and-italian-language-tests>. In particular, they need to deliver to the student office in Cesena (segcesena@unibo.it) a copy of the residence permit or the receipt of the VISA for study purposes and a copy of the receipt issued by the Post Office confirming that a residency permit has been applied for; in the latter case, the completion of the enrolment procedure is conditional upon the exhibition of the residence permit.

- d) **Students who obtained an academic qualification from a foreign University** refer to <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-a-second-cycle-degree-programme-foreign-qualification> and upload relevant documentation regarding academic qualification no later than February 28th 2023 on Studenti Online (www.studenti.unibo.it) selecting “Calls for application” and then selecting “Immatricolazione a.a. 22_23 caricamento dei documenti degli studenti internazionali e con titolo estero”.

Upon arrival to Italy, the student will have to schedule an appointment with the Students Administration Office of the Cesena Campus to bring in the original documents assessing the qualification.

PLEASE NOTE: Students asking for the recognition of previous second-cycle careers must submit the request form available at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/shortening-of-the-degree-programme>, to the Student Administration Office in Cesena (segcesena@unibo.it) within November 24th 2022, following the instructions published on the same page. Requests forwarded after the deadline of November 24th 2022 cannot be proceeded.

B. CANDIDATES TRANSFERRING FROM OTHER UNIVERSITIES

Successful candidates currently enrolled in another university wishing to transfer have to (according to the specified deadlines):

- 1 Access Studenti Online (www.studenti.unibo.it) using either SPID credentials or Unibo username and Password (gained during the application process);
2. Select: “Registration” then, “Second Cycle Degree Programmes” and eventually “Digital Transformation Management” adding the requested data, uploading a passport size picture. Applicants must be aware of the penalties established by art. 496 of the Italian penal code regarding false declarations and its consequences, consisting in the automatic loss of the right to enrol and of any related benefits, as well as of the right to any reimbursement of the payments made;
3. pay for the first instalment of the annual tuition fee or for the entire amount of yearly tuition fees according to the methods and conditions indicated on Studenti Online (www.studenti.unibo.it). Admitted candidates who do not pay the first instalment of the annual tuition fee waive their right to enrolment. Late payment is not accepted.
4. **Submit the transfer application at the current Italian University by the deadlines there established.**

It will be possible to attend teaching activities and take exams at the current University until the submission of the transfer application. At the University of Bologna, the student career will be active **only** after the Degree programme Board ascertains the transfer and approves the continuation of the study process.

In order to complete the transfer, in addition to the instalment of the annual tuition fee for the new academic year, **candidates have to pay a transfer fee** (the exact amount will be published on the University website <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transferring-to-the-university-of-bologna>); the Student Office will ask the candidate to pay the transfer fee after receiving the documents from the previous University.

C) CANDIDATES CHANGING DEGREE PROGRAMME WITHIN THE UNIVERSITY OF BOLOGNA

Successful candidates already enrolled on a degree programme at the University of Bologna must:

- 1 Access Studenti Online (www.studenti.unibo.it) using either SPID credentials or Unibo username and Password (gained during the application process);
2. Select: “Registration” then, “Second Cycle Degree Programmes” and eventually “Digital Transformation Management” adding the requested data, uploading a passport size picture. Applicants must be aware of the

penalties established by art. 496 of the Italian penal code regarding false declarations and its consequences, consisting in the automatic loss of the right to enrol and of any related benefits, as well as of the right to any reimbursement of the payments made;

3. pay for the first instalment of the annual tuition fee or for the entire amount of yearly tuition fees according to the methods and conditions indicated on Studenti Online (www.studenti.unibo.it). Admitted candidates who do not pay the first instalment of the annual tuition fee waive their right to enrolment. Late payment is not accepted.

4. Fill in the request for transfer on Studenti Online (www.studenti.unibo.it) **from July 21st 2022 and no later than August 5th 2022.**

Specifically, they must:

1. click on 'PROGRAMME TRANSFER' and enter the required data;
2. pay the degree change fee.

It will be possible to attend teaching activities and take exams at the current Degree programme until the online submission of the programme change application. For the new Degree programme, the student career will be active only after the Degree programme Board ascertains the programme change and approves the continuation of the study.

10 - CLEARING PROCEDURE

With the clearing procedure, the available positions that are not fully covered after enrolment, are made available to eligible candidates according to the ranking list of each intake. Not eligible candidates cannot participate in the clearing procedures.

In order to participate in the clearing procedure, eligible candidates ranked after the last successful candidate have to follow the procedures below indicated according to the deadlines reported in the general calendar in section 2:

- **Connect** to Studenti Online (www.studenti.unibo.it) by using the User ID and password received for the online application procedure;
- **Declare their interest to enter the clearing procedure**, by clicking the specific button available once the ranking list has been posted.

Candidates who participated in the 1st clearing procedure, can participate in the 2nd one too.

You can verify the request has been correctly submitted on **Studenti Online** in the detail of your request; once you click on the button to participate in the clearing procedure, the system will show you the **date of your request and a receipt of your request.**

The list of applicants admitted to the clearing procedure will be officially notified only on Studenti Online (www.studenti.unibo.it) according to the deadlines indicated in the general calendar in Section 2 of the present call.

Candidates admitted to the clearing procedure are required to complete their enrolment **process according to the terms and conditions** specified in section 9 – enrolment of successful candidates (point A for candidates enrolling for the 1st time, point B for students transferring from other universities and point C for students changing 2nd cycle degree programme at the University of Bologna).

Eligible candidates who do not declare their interest to participate in the clearing procedures according to the above-mentioned information, will be excluded from all the following phases of the procedure.

FINAL REMARKS

Any notice connected with the present call for applications will be published exclusively on Studenti Online (<https://studenti.unibo.it/sol/welcome.htm>)

The information connected with the personal data treatment is available at <https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/personal-data-processing>

The responsible for the administrative procedures is the head of the Cesena student office, Stefano Macrelli.

Abstract of the original document written in Italian.

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.