



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Academic year 2024/2025

Call for applications for the Master's Degree Programme:

- **ECONOMICS and PUBLIC POLICY – LMEPP curriculum POLICY ANALYSIS and EVALUATION – LM-56 cod. 5945 curr. C64**

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Information regarding the processing of personal data is available at <https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/personal-data-processing>

The University has been working to raise awareness of and to address gender stereotypes. In this context, it has been decided to give greater linguistic visibility to gender differences. Where, solely for the sake of simplicity, the masculine form is used in this document, it is understood as referring to all persons who work within the community.

The **Master’s Degree in Economics and Public Policy curr. Policy Analysis and Evaluation** (LMEPP curr. PAE), entirely taught in English, is a second cycle (postgraduate) degree programme. There is no maximum number of places available, yet candidates need to be selected before enrolling according to the procedures indicated below. LMEPP curr. PAE offers 4 grants, worth €4608 each, for the 4 best admitted candidates who will enroll in the programme.

RELEVANT DEADLINES

Applications will be assessed by the Admission Board in accordance with the procedure outlined below. Candidates that are not admitted cannot reapply for the following intake/s.

INTAKE 1 – Open to EU, EU equivalent and Non-EU candidates

STEPS	DATES
1. Applications open	At 13:00 CET of 25/01/2024
2. Applications close	At 13:00 CET of 29/02/2024
3. Results are made available	From 21/03/2024
4. Enrollment	From 25 July 2024

INTAKE 2 – Open to EU, EU equivalent and Non-EU candidates

STEPS	DATES
5. Applications open	At 13:00 CET of 14/03/2024
6. Applications close	At 13:00 CET of 18/04/2024
7. Results are made available	From 13/05/2024
8. Enrollment	From 25 July 2024

INTAKE 3 – Open to EU and EU equivalent candidates

STEPS	DATES
9. Applications open	At 13:00 CET of 9/05/2024
10. Applications close	At 13:00 CET of 13/06/2024
11. Results are made available	From 3/07/2024
12. Enrollment	From 25 July 2024

SECTION 1 – ADMISSION REQUIREMENTS

In order to be admitted to the second-cycle degree programme in Economics and Public Policy curr. Policy Analysis and Evaluation indicated in this call, candidates must:

- a) hold a first-cycle **QUALIFICATION**, i.e., a three-year University degree or diploma or other suitable qualification obtained abroad complying with the requirements set in the Notice of the Ministry of University and Research (MUR) for a.y. 2024/25 which is published on the website www.studiare-in-italia.it/studentistranieri/.

Candidates who have not yet obtained a first-cycle qualification may also apply. The application procedures are outlined in Section 2 – HOW TO APPLY;

- b) meet the **CURRICULAR REQUIREMENTS** outlined in section 1.1;
- c) meet the **LANGUAGE REQUIREMENTS** and, specifically, proficiency in English equivalent to at least B2 level, to be demonstrated according to the procedures set out in section 1.1;
- d) have their **PERSONAL KNOWLEDGE AND SKILLS** positively assessed in accordance with the procedures set out in section 1.2.

1.1- Curricular and language requirements

CURRICULAR REQUIREMENTS

To be admitted to the Master's Degree in Economics and Public Policy curr. Policy Analysis and Evaluation it is necessary to hold an Italian undergraduate degree in one of the following degree classes:

ex D.M. 270/04:

L05 Lauree in Filosofia

L07 Lauree in Ingegneria Civile e Ambientale

L08 Lauree in Ingegneria dell'Informazione

L09 Lauree in Ingegneria Industriale

L14 Lauree in Scienze dei Servizi Giuridici

L16 Lauree in Scienze dell'Amministrazione e dell'Organizzazione

L18 Lauree in Scienze dell'Economia e della Gestione Aziendale

L29 Lauree in Scienze e Tecnologie Farmaceutiche

L30 Lauree in Scienze e Tecnologie Fisiche

L31 Lauree in Scienze e Tecnologie Informatiche

L33 Lauree in Scienze Economiche

L35 Lauree in Scienze Matematiche

L36 Lauree in Scienze Politiche e delle Relazioni Internazionali

L40 Lauree in Sociologia

L41 Lauree in Statistica

LMG1 Lauree Magistrali in Giurisprudenza

LM41 Classe delle lauree magistrali in medicina e chirurgia

LM13 delle lauree in Farmacia e Farmacia Industriale

Candidates who have not yet obtained the qualification required for admission may also register for the selection test. Candidates who pass the selection test will be able to enroll *sub condicione*. If they do not obtain their degree by and no later than 30 December 2024, the deadline established annually by the University Bodies, their enrollment will be automatically cancelled.

LANGUAGE REQUIREMENTS

Admission to the programme is subject to demonstrating English language skills, equivalent to level B2 (or higher) of the Common European Framework (CEFR).

The English language requirement may be met through:

- submission of a suitable certificate. A list of recognized certificates is available at page 6 of the present document;
- having passed an English test at B2 level during your university studies (the level must be specified into the name and/or the programme of the teaching activity which must be enclosed);
- holding a degree/attending a degree programme entirely taught in English: the candidate is exempted from uploading a language certificate; yet she/he is required to fill in and upload the *form G*.
- status of English native speaker;

1.2- Assessment of personal knowledge and skills

In addition to the above-mentioned requirements (degree and English proficiency), the admission to **Economics and Public Policy curr. Policy Analysis and Evaluation** is conditional on the assessment of the personal qualification by the Admission Board according to the following criteria:

1. **Academic merit:** it refers to the grades obtained in individual courses, to the quality of the degree course attended, and to the final graduation score obtained (evaluation: max 70 points);
2. **Curriculum Vitae:** coherence between the academic curriculum and the learning objectives of the Master in Economics and Econometrics (max 30 points);

Only candidates who reach a minimum of 60/100 points will be considered as holding a sufficient personal qualification and will be admitted.

Candidates will be admitted to the degree programme on the condition that they obtain their undergraduate degree by and no later than 30 December 2024 by the relative Academic Bodies, of which students are informed upon matriculation. Candidates who do not meet this requirement will be excluded.

SECTION 2 – HOW TO APPLY

Applications must be submitted within the timeframe set by each intake (see the relevant deadlines above) in accordance with the following procedure.

1. **Log onto** Studenti OnLine (www.studenti.unibo.it), using your SPID or CIE username and password. The system will automatically retrieve your personal details and at the end of the process it will generate your University of Bologna credentials (nome.cognome@studio.unibo.it).

International students who do not hold an ID document issued in Italy may log in with their university username and password; to obtain them log onto Studenti OnLine (www.studenti.unibo.it), click on “Register” and then “International Student Registration”.

2. **Click on** "ADMISSION APPLICATION", select "SECOND-CYCLE DEGREE" and choose the programme named “Economics and Public Policy curr. Policy Analysis and Evaluation”;

3. **UPLOAD the required documents in PDF format:**

MANDATORY DOCUMENTS

- For students holding a qualification obtained outside the University of Bologna: a copy of the front and back of a **valid identity document**. If the identity document does not have an English translation, a copy of your passport must be attached.
- For students holding a qualification obtained outside the University of Bologna: Self-certification regarding your first-cycle **academic qualification** with a list of completed exams, if obtained in Italy, or a copy of the qualification obtained abroad which enables access to second-cycle degree programmes in the country in which it was obtained. This must be submitted along with a transcript of records and a Diploma Supplement, where available, translated into Italian or English. If you have not yet obtained the aforementioned qualification, upload the list of completed exams or the Transcript of Records.
- **Curriculum Vitae** in English;
- For non-native speakers of English, a **certificate of English proficiency** among the following:

- IELTS min. 5.5;
 - TOEFL iBT min. 80;
 - Trinity College of London min. ISE II;
 - Business (BEC) Vantage or Higher;
 - IGCSE English as a Second Language or First Language English (all four components should be sat and passed: *reading, writing, listening, speaking*);
 - FIRST, CAE or CPE (Cambridge)
- ✓ Certificates need to be no older than 3 years from the issuing date
- English native speakers and students who hold/are attending a degree programme entirely (not partially) taught in English are exempted from uploading a language certificate, but are required to fill in and upload the *form G*.
 - If you have passed an English test/exam at university, with B2 as a clearly stated minimum level reached, you are exempt from providing further language certificates. Candidates in such position have to upload, in the language certificates section, a document giving evidence of the B2 level obtained (e.g., transcript with the name of the English language exam with the language level highlighted; if the transcript does not show the language level, please upload also a signed letter from the language instructor stating the language level obtained after passing the exam. Exams named just “English Exam” with no indication of the level will not be taken into account);
 - **Statement of Purpose** in English, where you explain your motivations and why you think you could be a suitable candidate for the Master’s;
 - **Reference letter(s)**: We require min.1, max 2 letter(s) of reference from university academics/scholars, ideally in English, alternatively in Italian. You will have to ask the academic referees of your choice to upload the letters for you. To do this you have to indicate, in the specific section of the online application form (“request reference letters”), the email address of the academics and/or scholars who will provide the references. Academic referees will receive an email with the link to the on-line system where they can upload their reference letter in pdf format. The link is personal and cannot be used by more than one person.

OPTIONAL DOCUMENTS

- Copy of a valid residence permit, if already held.

- any additional documentation certifying educational activities or competencies acquired by the candidate: e.g., Graduate Record Examination (GRE) certificate, Summer Schools attendance, specialization courses.

The Admission Board will only assess documents that have been uploaded through the online application portal Studenti OnLine (www.studenti.unibo.it). Any mandatory documents that are missing or only partially uploaded by the application deadline shall result in the candidate not being considered (or selected) for admission.

Documents must not be sent by post or email to administrative offices.

Students who are about to graduate can also apply. They will be admitted to the degree programme on the condition that they obtain their undergraduate degree by and no later than the date of 30 of December 2024 as established by the Academic Bodies. Candidates who do not meet this requirement will be excluded from the selection process.

SECTION 3 – ADMISSION

An Admission Board will check candidates' academic backgrounds and whether they meet the requirements for admission.

The Admission Board is composed of:

Prof. Giulio Zanella (Chairman),
Prof. Denni Tommasi (Member),
Dr. Stephanie Heger (Secretary)

Lecturers delivering classes in the first year of the degree programme may also sit on the committee as substitute members.

Candidates will be notified about admission to the degree programme via Studenti Online (www.studenti.unibo.it) starting from the date indicated under step 3 in the above intake calendar.

Not admitted candidates are not allowed to submit their application for any of the following 2024-25 intakes.

SECTION 4 – ENROLMENT

If you are admitted to the degree programme, you will be able to enrol starting from the date indicated under step 4 of each intake in the above intake calendar. In order to enrol, you should complete the following steps.

1. **Log on** to Studenti OnLine (www.studenti.unibo.it) using your SPID or CIE credentials or entering the username and password obtained upon submission of your application.
2. **Select "Enrolment"**, then select "Second-cycle Degree", and then the degree programme "Economics and Public Policy curr. Policy Analysis and Evaluation" and enter the required data, attaching a jpg file containing a passport-size photo of your face. In case you made false statements you will incur in fines set by art. 496 of the Penal Code and you will automatically lose the right to enrol and will not be entitled to any financial aid (when obtained). You will not be refunded of the expenses you sustained.
3. **Pay the first instalment** following the instructions provided on Studenti OnLine (www.studenti.unibo.it). After paying the enrolment fee, check **the details of your enrolment application** on Studenti OnLine (www.studenti.unibo.it) to verify your next steps and activate your student career. **Your student career must be activated by the deadline set on a yearly basis by the Academic Bodies, which is set on February 28, 2025 for a.y. 2024/25**, otherwise your enrolment will be cancelled.

4.1 - Special cases

- **If you have a conditional enrolment**, you must obtain your undergraduate degree no later than December 30, 2024.

If you are a University of Bologna graduate, the IT system will automatically update the data concerning graduation after you obtain the qualification.

If you are graduating from a different institution, check your next steps on Studenti OnLine (www.studenti.unibo.it).

- **If you are a non-EU citizen with EU-equivalent status and you have obtained your qualification in Italy** you must provide the relevant [Student Administration Office](#) with a copy of your residence permit which confirms the EU-equivalent status.
- **If you hold an international qualification**, after completing the above steps, check the required documentation to enrol at this link <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-a-second-cycle-degree-programme-foreign-qualification>.

The documentation which you submitted for admission to the degree programme (e.g. diploma, transcript of records...) must be translated and bear proof of authenticity when applicable <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/translation-authenticity-and-value-of-foreign-qualifications>.

You will need to upload the documents concerning your international qualification on Studenti OnLine (www.studenti.unibo.it) in the section "Calls" by selecting ""Matriculation for the 24_25 academic year - document upload for international students with foreign qualifications".

When you arrive at the University of Bologna, you will be required to make an appointment with the International Student Administration Office in Bologna or the Student Administration Office of your campus in order to show the original copies of your documentation.

- **If you are a non-EU student living abroad**, on top of the previous steps to complete, you must also pre-enrol on University and request an entry visa for study purposes. Check how to do this on the webpage <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/visa-and-rules-for-residence-in-italy/before-leaving-home-entry-visa>
- **If you wish to apply for degree shortening based on previous studies**, check how to proceed and verify the relevant deadlines at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/shortening-of-the-degree-programme>
- **If you enrol and ask for transfer from a different University**, check the information on this webpage: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transferring-to-the-university-of-bologna/transferring-to-the-university-of-bologna>
- **If you wish to switch your degree programme within the University of Bologna (Passaggio di Corso)** check how to proceed at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/changing-study-programme-within-the-university-of-bologna/changing-study-programme-within-the-university-of-bologna>
- **If you wish to apply for simultaneous enrolment in different degree programmes**, check the requirements and necessary steps on the webpage <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/simultaneous-enrolment-in-different-courses>

SECTION 5 – TUITION AND FINANCIAL AID

5.1- Tuition fees

Information concerning the **amount of tuition fees**, **financial aid** and **fee waiver** are available on the University website at www.unibo.it/Tasse.

Tuition fees to be paid in order to enrol in a degree programme consist of a fixed part of € 157.04 and a variable part which is calculated according to the economic situation of the household (ISEE) up to a maximum that varies depending on the degree programme.

Tuition fees are calculated progressively on the basis of a **valid ISEE certificate**, only if this is submitted in compliance with relevant regulations and within the deadlines, as detailed at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/fees-and-exemptions-amounts-and-deadlines>

If no ISEE certificate is submitted, the maximum tuition envisaged for the degree programme will be applied.

ISEE submission is not linked to the enrolment process. The order in which you carry out the two procedures is irrelevant, as long as you meet the deadlines for each one.

5.2- ER.GO benefits

On a yearly basis, the **Regional Authority for the Right to Higher Education – ER.GO** publishes calls for grants, accommodation in student residences, meal vouchers and other benefits on the website www.er-go.it.

The procedures to request ER.GO benefits are also independent of the degree programme application and enrolment process.

5.3- Other economic benefits

Information on other economic benefits can be found on the University website in the following section <https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/study-grants-and-subsidies>

If you hold a certificate demonstrating recognised invalidity of at least 66% or a certificate complying with Law 104/92, in order to benefit from the fee waiver, you should send the certificate via email to the relevant Student Administration Office. For further information: <https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-disabled-students>

5.4- Grants for enrolled students

In order to incentivize the enrolment of students, the Department of Economics will award 4 merit-based grants, distributed as follows:

- **n. 2 grants** for students admitted in the first intake;
- **n. 1 grant** for students admitted in the second intake;

- **n. 1 grant** for students admitted in the third intake.

Each grant amounts to € 4608 gross of taxes. The grant is assigned for one academic year only. Grants that are not assigned in one intake will be assigned in the following intakes. Grants that are not assigned after all intakes have taken place, will be assigned in the following academic year

Eligibility. The 4 grants are reserved to students who have graduated at Italian and non-Italian Universities who will enroll in the Master's in Economics and Public Policy – curr. Policy Analysis and Evaluation- in the academic year 2024/25, and who have been admitted with a minimum score of 70 points.

Selection. The grants will be awarded by the LMEPP curr. Policy Analysis and Evaluation committee, based on the admission rankings of the first and second intakes, starting with the first admitted candidate and going down to the second, third, and so on. Only students who meet the eligibility requirements will be considered (see section "Eligibility"). In case of two or more candidates obtaining equal results in the ranking, the grant will be awarded to the youngest candidate.

If one of the students fails to accept the grant and/or declines the grant, this will be assigned to the eligible student who comes next in the ranking.

The assignment of grants is approved by decree of the Director of the Department of Economics.

Acceptance. Candidates who are selected for the grant will be informed via the University of Bologna email address that was provided when they have applied on "Studenti OnLine". From that email address they should then respond, within 10 days from the reception of such email, if they accept the grant at the terms stated in this procedure, without further conditions. Failure to accept the grant via this procedure is tantamount to decline it.

Payment. The payment of the grant will take place only if all the following conditions apply:

- you actually enroll in LMEPP curr. PAE: your career is fully active;
- you have filled in the relevant forms for the payment.

The payment will take place in one of the following methods:

- Bank wire transfer to an account in the name of the beneficiary, with IBAN in the SEPA area;
- Bank wire transfer to a reloadable prepaid card, with IBAN code, in the name of the beneficiary;
- Bank wire transfer to an account in the name of the beneficiary outside the SEPA area, (commissions will be charged to the recipient).

Incompatibility. The grant is compatible with other financial grants that may be/have been obtained by the beneficiary, unless incompatibility is stated for the other financial grants that the student may have been awarded. It is down to the beneficiary to check whether the other grant/grants are not compatible with the grant awarded by the Department of Economics. In such a case, they should choose for one type of grant or the other.

Declining the grant or losing the grant. Students who intend to decline the grant should e-mail michela.sandias@unibo.it stating their decision. If a student declines the grant, this will be assigned to the following student in the selection ranking, who is admitted with a score of minimum 70 points.

5.5- Important information for students who already have an active career

If you already have an active student career, before starting the transfer or degree programme switch process you should carefully read the **merit requirements to access benefits**. These are detailed in the call for applications available at www.er-go.it.

You are strongly advised to do this because after the transfer/degree programme switch **your career will be evaluated starting from the first year of enrolment at university**, regardless of the recognized exams or the course year that you are admitted to. **This may cause the loss of the benefits.**

SECTION 6 – CONTACTS

Student Office for the Degree Programmes offered by the Departments of
Economics and of Statistical Sciences:
Contacts available at [segreteria studenti](#)

For information on the admission procedure for Economics and Public Policy
curr. Policy Analysis and Evaluation:
michela.sandias@unibo.it

To get IT assistance for Studenti OnLine
Help desk di Studenti OnLine
Phone number +39 051 2080301
email help.studentionline@unibo.it

DATE

SIGNATURE