



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Academic year 2024/25

Call for applications for the Master's degree programme in:

- Ingegneria dei Processi e dei Sistemi Edilizi, curriculum **Historic Building Rehabilitation** – LM 24, code 8829

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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.

RELEVANT DEADLINES

Applications will be assessed by the Admission Board in accordance with the procedure outlined below.

INTAKE 1 (open ONLY to non-EU candidates)

| STEPS | DATES |
|-------------------------------|-------------------------------|
| 1. Applications open | November 28, 2023 |
| 2. Applications close | January 16, 2024 (1 p.m. CET) |
| 3. Results are made available | From February 8, 2024 |
| 4. Enrolment | From February 15, 2024 |

INTAKE 2

| STEPS | DATES |
|-------------------------------|--------------------------------|
| 1. Applications open | January 17, 2024 |
| 2. Applications close | February 27, 2024 (1 p.m. CET) |
| 3. Results are made available | From March 21, 2024 |
| 4. Enrolment | From March 28, 2024 |

INTAKE 3

| STEPS | DATES |
|-------------------------------|-----------------------------|
| 1. Applications open | February 28, 2024 |
| 2. Applications close | April 16, 2024 (1 p.m. CET) |
| 3. Results are made available | From May 9, 2024 |
| 4. Enrolment | From May 16, 2024 |

INTAKE 4

| STEPS | DATES |
|-------------------------------|---------------------------|
| 1. Applications open | April 17, 2024 |
| 2. Applications close | June 4, 2024 (1 p.m. CET) |
| 3. Results are made available | From June 27, 2024 |
| 4. Enrolment | From July 4, 2024 |

INTAKE 5

| STEPS | DATES |
|-------------------------------|----------------------------|
| 1. Applications open | June 5, 2024 |
| 2. Applications close | July 16, 2024 (1 p.m. CET) |
| 3. Results are made available | From August 1, 2024 |
| 4. Enrolment | From August 8, 2024 |

INTAKE 6

| STEPS | DATES |
|-------------------------------|------------------------------|
| 1. Applications open | July 17, 2024 |
| 2. Applications close | August 29, 2024 (1 p.m. CET) |
| 3. Results are made available | From September 12, 2024 |
| 4. Enrolment | From September 18, 2024 |

INTAKE 7 (open **ONLY** to **EU or EU-equivalent candidates**)

| STEPS | DATES |
|-------------------------------|------------------------------|
| 1. Applications open | August 30, 2024 |
| 2. Applications close | October 2, 2024 (1 p.m. CET) |
| 3. Results are made available | From October 17, 2024 |
| 4. Enrolment | From October 23, 2024 |

INTAKE 8 (open **ONLY** to **EU or EU-equivalent candidates**)

| STEPS | DATES |
|-------------------------------|-------------------------------|
| 1. Applications open | October 3, 2024 |
| 2. Applications close | October 31, 2024 (1 p.m. CET) |
| 3. Results are made available | From November 14, 2024 |
| 4. Enrolment | From November 19, 2024 |

SECTION 1 – ADMISSION REQUIREMENTS

In order to be admitted in the **International curriculum Historic Building Rehabilitation** of the second-cycle degree programme in Ingegneria dei Processi e dei Sistemi Edilizi, candidates must:

- a) hold a first-cycle **ACADEMIC 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

These are defined in Article 1 of the Degree Teaching Regulation and are available on the Degree programme website on: **Home > Admission > Programme enrolment: requirements, deadlines and methods.**

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).

Please refer to the degree website to verify how the English proficiency is assessed: **Home > Admission > Programme enrolment: requirements, deadlines and methods**

1.2 - Assessment of personal knowledge and skills

Admission to the programme is granted to Applicants who satisfy curriculum requirements and whose background preparation is deemed suitable by the Admission Board.

The Applicants' background preparation is assessed on the basis of their academic records and the documents they provide along with their application, such assessment resulting in an **irrevocable decision by the Evaluation Board.**

Students who are about to graduate can also apply, provided that they have registered at least **165 ECTS credits** in their career.

For those graduating outside the European Higher Education Area (EHEA) who do not have the ECTS credits system in their career, the Evaluation Board will determine whether the number of passed exams will be sufficient in order to be evaluated.

They will be **admitted to the degree programme on the condition** that they obtain their undergraduate degree by and no later than the date established by the Academic Bodies. Candidates who do not meet this requirement will be excluded from the selection process.

SECTION 2 – HOW TO APPLY

Applications must be submitted within the timeframe set by each intake in accordance with the following procedure:

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

International students who do not hold an ID document issued in Italy and, therefore, cannot obtain SPID credentials, may log in with their University username and password which can be obtained by going to www.studenti.unibo.it, clicking on “Register” and then “International students registration”

2. **Click on** "ADMISSION APPLICATION", select "SECOND-CYCLE DEGREE" and choose the programme named "HISTORIC BUILDINGS REHABILITATION"

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

MANDATORY DOCUMENTS

- 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
- **CV/résumé** in English
- **English proficiency** certificate at least B2 level (see Section 1.1 - Language Requirements)
- For qualifications obtained outside Italy: a **degree certificate** specifying the final graduation grade (if any) and including the list of exams and grades obtained (**transcript of records**), with a translation in case the document is not in English. For qualifications obtained in an EU country: candidates can upload the Diploma Supplement. For qualifications obtained in Italy: a degree certificate and a transcript of records, or a self-declaration with exams and grades.
If you have not yet obtained the aforementioned qualification: upload the list of completed exams or the Transcript of Records.

OPTIONAL DOCUMENTS

- Statement of purpose
- Copy of a valid residence permit, if already held
- Adaptation request form for students with disabilities (*only for programmes that entail meetings or exams*). Further information is available at <https://site.unibo.it/studenti-con-disabilita-e-dsa/en>
- Additional supporting documents considered as useful for admission purposes

WATCH OUT!

- Only complete applications (having all the mandatory documents uploaded by the deadline) will be evaluated by the Admission Board. **Incomplete applications will not be considered** and candidates will be allowed to submit a brand-new application in the following intakes (if scheduled), that will be then assessed as long as it has been fully finalized.
- The Admission Board will **only** assess documents uploaded through the **online application**.
- Documents must **not be sent by post or email** to administrative offices.

SECTION 3 – ADMISSION

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

Starting from the date indicated under step 3 in the above intake calendar, candidates will be notified about admission to the degree programme via Studenti Online (www.studenti.unibo.it) - where a **“green light”** will mark **admitted** students, a **“red light”** will signal that the candidate is **not admitted**, and a “yellow light” will stand for evaluation still ongoing. Subsequently, admitted students will receive an email to their institutional address (name.surname@studio.unibo.it) with further instructions to proceed with enrollment.

Candidates that are not admitted may NOT apply for other 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 credentials or entering the username and password obtained upon submission of your application
2. **Select “Enrolment”**, then select “Second-cycle Degree”, choose the relevant degree programme and then 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 Student Administration Office of Ravenna 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 web page: <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 web page <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/simultaneous-enrolment-in-different-courses>

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- 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 recognised exams or the course year that you are admitted to. **This may cause the loss of benefits.**

SECTION 6 – CONTACTS

For technical issues on Studenti Online:

Help Desk Studenti Online

Email: help.studentionline@unibo.it Tel. +39 0512080301

For information on admission requirements and procedure:

- **Ingegneria dei Processi e dei Sistemi Edilizi**, curriculum **Historic Building Rehabilitation**: hbr@unibo.it

For information on enrolment and career activation:

Segreteria Studenti Ravenna / Student Administration Office: <https://www.unibo.it/it/campus-ravenna/servizi-di-campus/segreteria-studenti> - Email: segravenna@unibo.it

Please browse this webpage for the instructions on [how to access the Student Administration Office / Segreteria Studenti](#)