![Alma Mater Studiorum Università di Bologna - Area di Campus di Cesena]

Academic Year 2024/2025

Call for applications for the

Second Cycle / Master's Degree Programme in

Computer Science and Engineering Curriculum "Intelligent Embedded Systems" Inter-class LM-18/LM-32 (programme code: 8614)

For any information about this Programme, please check here:

https://corsi.unibo.it/2cycle/IntelligentEmbeddedSystems

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.

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The University of Bologna 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 the Italian version of the document, it is understood as referring to all persons who work within the community.

DATES AND DEADLINES

The **deadlines** below are **mandatory** and **cannot be waived under any circumstances**.

Failure to respect these deadlines will result in **exclusion** from the selection or from the possibility to enrol into the degree programme, regardless of any justifications.

Application deadline	from 22/02/2024 to 02/04/2024 h. 1.00 P.M. (Italian local time)
Publication of candidates admitted to the interview	16/04/2024
Interview	22 – 23 – 24th of April 2024
Publication of the final ranking and enrolment for successful candidates	07/05/2024
Deadline for the enrolment of successful candidates	14/05/2024

Recupero/ Clearing procedure:

Declaration to participate in the 1st clearing procedure	from 07/05/2024 to 14/05/2024
Publication of candidates admitted to the first clearing procedure and start of enrolment for admitted candidates	17/05/2024
Deadline for enrolment for admitted candidates	23/05/2024
Declaration to participate in the 2nd clearing procedure	from 17/05/2024 to 23/05/2024
Publication of candidates admitted to the second clearing procedure and start of enrolment for admitted candidates	28/05/2024
Deadline for enrolment for admitted candidates	03/06/2024

We advise you to check "Studenti Online" webpage frequently (www.studenti.unibo.it, as well as you Unibo email- account (name.surname@studio.unibo.it) through the link My email for students (you will get an email account after registering on Studenti Online). These are the only means you can refer to in order to get updates about your application/enrollment (i.e. final rankings, clearing procedures, enrolments) as well as the next steps you need to take.

GENERAL INFORMATION

All candidates wishing to enrol in the Second Cycle / Master's Degree programme in **Computer Science and Engineering – curriculum "Intelligent Embedded Systems"** ("Inter-class"- LM-18/LM-32) should refer to this call for applications. Classes and exams are held in English.

Information regarding the degree programme (regulations, admission requirements, study plan, programme aims, information and contacts, etc.) are available on the degree programme website at the following page:

https://corsi.unibo.it/2cycle/IntelligentEmbeddedSystems
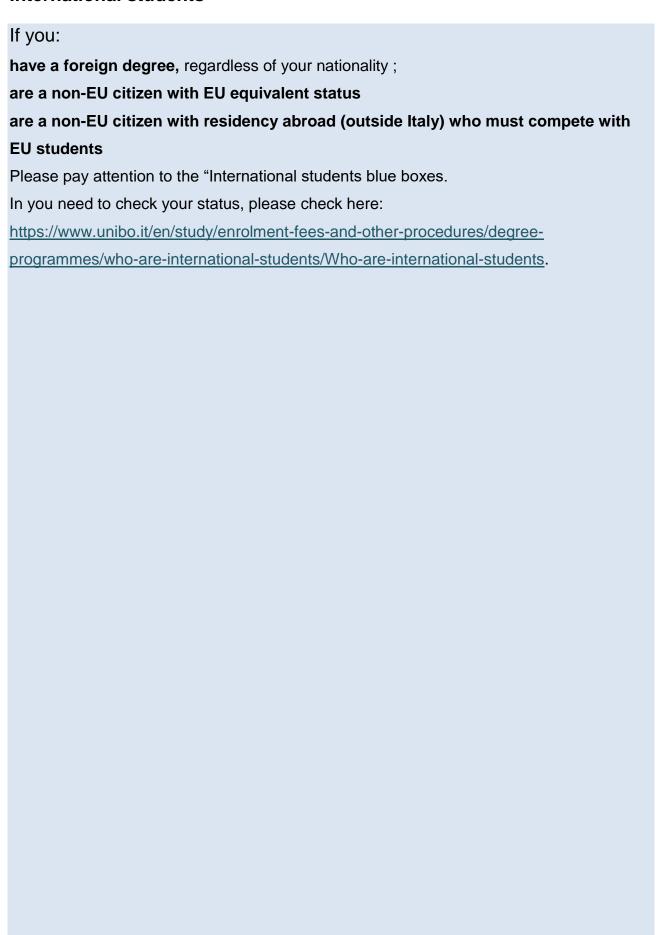
EXTRAORDINARY SELECTION PROCEDURE

If a number of positions are still available at the end of the ordinary selection procedure, an extraordinary selection procedure may take place. This procedure will be open to **Italian citizens, EU citizens, non-EU citizens with EU equivalent status", "non-EU citizens with residency abroad (outside Italy) who must compete with EU students".**

The notice will be published on Studenti Online (www.studenti.unibo.it) and on the degree programme website
https://corsi.unibo.it/2cycle/IntelligentEmbeddedSystems/index.html

For candidates who need to send request for adaptations because of disabilities or specific learning disabilities: ATTACHMENT no.1

International students

If you:

have a foreign degree, regardless of your nationality ;

are a non-EU citizen with EU equivalent status

are a non-EU citizen with residency abroad (outside Italy) who must compete with EU students

Please pay attention to the "International students blue boxes.

In you need to check your status, please check here:

https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/who-are-international-students/Who-are-international-students.

NON-EU CITIZENS LIVING ABROAD (OUTSIDE ITALY)

In addition to the application and enrolment according to the procedures specified in this call for application, Non-EU students residing abroad must follow the procedures published by the Italian University and Research Ministry (MUR) in the specific notice (Circolare MUR). The notice will be available around March-June 2024 at the following link: https://www.studiare-in-italia.it/studentistranieri/

Specifically, non-EU candidates residing abroad must:

• submit their pre-enrolment request to the Italian diplomatic representation through the website www.universitaly.it ;
• hold a degree certification that grants access to University (Second Cycle degrees)

Please find further details on: 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

IMPORTANT**: non-EU citizens holding a residence permit for study purposes who formally withdraw from studies** in this or other University will lose the necessary requisites for their stay in Italy. Consequently, their residence permit will be revoked. In this case, they will have to return 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 at the webpage https://www.studiare-in-italia.it/studentistranieri/

1 – AVAILABLE PLACES

For the 2024/25 Academic Year, **15 places are available** for admission to the Second-cycle degree programme in Computer Science and Engineering – curriculum "Intelligent Embedded Systems", local track.

Italian citizens, EU citizens, non-EU citizens with EU equivalent status, non-EU citizens with residency abroad who must compete with EU students and non-EU citizens living abroad can take part in it.

2 – ADMISSION CRITERIA

In order to be admitted into the Second-cycle/Master's Degree programme in **Computer Science and Engineering – curriculum "Intelligent Embedded Systems"** candidates should satisfy the following **curricular requirements**:

- Holding an Italian first-cycle / Bachelor's Degree in one of the following classes:

ex D.M. 270:

L-31: Computer Science and Technologies
L-8: Information Engineering

ex D.M. 509/99:

class 26: Computer Science and
Technologies class 9: Information
Engineering

Degrees from previous 4 or 5-year system:

Laurea in Information engineering
Laurea in Computer Science
Laurea in Computer Engineering
Laurea in Electronic Engineering
Laurea in Telecommunication Engineering

Lacking one of the degrees mentioned above, admission will only be allowed to candidates who will demonstrate the required knowledge and skills as assessed by the

Admission Committee through the analysis of the curriculum and, when deemed necessary, an interview;

<div align="center">Or</div>

- Holding a foreign qualification deemed suitable. Please check here for more details: https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/enrolling-in-a-second-cycle-degree-programme-foreign-qualification

Curricular requirements have to be satisfied by the deadline for the admission application.

Candidates are admitted to the assessment of their personal preparation, even if they have not obtained their 1st-cycle / Bachelor's Degree yet, provided that they will obtain it by the **30th of December, 2024**.

Candidates who have successfully passed the assessment of their personal preparation can conditionally enrol, even if they have not completed their 1st-cycle/Bachelor degree programme yet, provided that will obtain it by the 30th of December, 2024. If candidates do not obtain it within the deadline, it won't be possible for them to complete the enrolment procedure, even if they obtain a valid position within the ranking list and they pay the enrolment fee.

ENGLISH LANGUAGE PROFICIENCY

In addition to the other mentioned requirements, English language proficiency is required, too. Candidates' English level should match at least the B2 level of the CEFR .

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

- at least at a B2 level certificates, among the ones specified at

   https://centri.unibo.it/cla/it/riconoscimento-idoneita-linguistica regardless of the certificate's date;

- a certificate (or self-certification for exams passed in Italy) 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 clearly state the level, otherwise it won't be accepted).

Holding one of the certificates listed above is not mandatory to apply. If candidates not holding a certificate are admitted to the second phase of the selection (interview in English), they will be assessed by the Admission Committee in respect to their language level. If the requirement is not met, the candidate will be excluded from the rankings.

The Admission Committee will assess oral production and comprehension according to the B2 level. More specifically, they will check candidates' ability to express and defend their opinions in a discussion, while interacting appropriately.

In addition to the possession of the curricular requirements, candidates have to pass the **assessment of personal preparation, according to methods outlined in the following section 3.**

3 – SELECTION PROCESS AND CRITERIA

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

- **Phase I: assessment of qualifications (minimum score 35/50)**

A score (up to 50 points) will be assigned according to the weighted GPA/average of the passed exams.

The weighted GPA, based on the ECTS credits of the exams passed, both for graduates and students who still have to graduate (for students who still have to graduate the average is calculated at the deadline of the intake), will be scored proportionally with a score from 0 to 50 points.

For the evaluation of degrees obtained in other countries, the Committee will use criteria contained in the "Guidelines to transfer exams and qualifications of study obtained abroad" of the University of Bologna.

The minimum score to pass Phase I is 35 points out of 50. Candidates who obtain a minimum score of 35/50 are admitted to Phase II with the following limits:

up to four times the number of available places.

If candidates get the same score, priority is given to the youngest applicant.

- **Phase II**: **(minimum score 25/50**)

During the second phase, which is accessible just for candidates who have passed Phase I, the Admission Committee will evaluate the candidate's curriculum / resume and will hold an interview with them.

The interview will be held in English. During the interview, the Admission Committee will assess the candidate's logical reasoning, relational skills, 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 provide any additional score.

Students will be assigned a **maximum of 10 points related to the assessment of the curriculum vitae / resume**; for the assessment of the curriculum vitae, the Committee may positively assess experiences abroad, work or internship experiences or any other additional study qualifications.

The interview will be scored up to a maximum of 40 points.

The interview will be held online through Microsoft MS Teams.

The final ranking will be based on the sum of the scores obtained in the two phases (Phase I and Phase II).

By taking the number of the available places detailed in **Section 1** of this call into account, candidates obtaining a minimum score of 60/100 points (at least 35/50 in Phase I and 25/50 in Phase II) and who are ranked within the available places will be able to enroll into the programme.

Candidates who do not reach the minimum scores will not be able to enroll into the Computer Science and Engineering - Curriculum "Intelligent Embedded Systems", regardless of their position in the ranking.

If the same score is given to candidates, priority is given to the youngest applicant.

4 – APPLICATION TO THE ADMISSION PROCEDURE

In order to take part in the admission procedure, candidates have to apply from the 22nd of February to the 2nd of April, 2024 at 1:00 p.m (Italian Local Time) In order to apply, candidates have to:

A) **Log in through Studenti Online** (www.studenti.unibo.it) by using the SPID or CIE systems; the system will automatically retrieve the personal information and will create the name.surname@studio.unibo.it credentials.

International candidates without an ID document released in Italy can access with the University credentials. To create the credentials, they should go to www.studenti.unibo.it , clink on "Register" and then "International students registration".

University credential are valid throughout a student's university career and are required when accessing the personal area.

B) **Apply to the selection procedure**: click on "Admission application", select "Selection for admission to the Second Cycle / Master's Degree programme in Computer Science and Engineering – curriculum "Intelligent Embedded Systems".

C) **Upload the** following documents in pdf format:

• **For students and graduates from Italian universities**: self-certification of the exams passed in the form according to art. 46 of D.P.R. n.445/2000, specifying the grades, ECTS or credits, scientific area / academic field (SSD) and the final grade of graduation (for graduates only). It will be possible to include only the exams that have been officially recorded. Partial exams will not be taken into consideration. The self-certification must be signed **(mandatory).**
For Students and graduates of the University of Bologna, during the application procedure they can ask fr their career to be automatically retrieved. Alternatively, they will be able to upload the self-certification available on Studenti Online;

For students and graduates from foreign universities: transcript of all the exams passed with grades, ECTS or credits, where available or, if not available, workload of each course expressed in hours. For graduate students: The final grade of graduation should also be reported. Certificates in Italian or English language are accepted, as well as French or Spanish language certificates **(mandatory)**

• **Curriculum vitae / resume (mandatory)**

- **Front and backside copy of a valid ID document (Italian identity card, passport etc.) (mandatory)**

- **Certificate of English proficiency at least at a B2 level (if available)**

- **Copy of residence permit / "permesso di soggiorno" (only for extra-EU citizens), (if available already)**

- Request for adaptations for students with disabilities (**optional**). Further information is available in **Attachment 1.**

D) **Pay** the 50€ application fee through Studenti Online. This payment won't be refunded under any circumstances and it should be paid following instructions through Studenti Online (www.studenti.unibo.it). The application will be valid only after the application fee payment.

Only applications submitted according to the procedures and within the deadlines described above will be taken into consideration.

5 – ADMISSION TO THE INTERVIEW

After the application deadline, the Admission Board will evaluate the documents uploaded by candidates, in order to verify their curricular requirements (**Section 2 – ADMISSION CRITERIA**)

The list of candidates admitted to the interview, as well as date and time of the interview, will be published on the **16th of April 2024** via Studenti Online (www.studenti.unibo.it) in the details of the "Requests in progress".

Interviews will be held online on Microsoft TEAMS on the following dates: **22nd , 23rd And 24th of April, 2024.**

Technical information about connection for the interview will be notified before the interviews, together with the list of admitted candidates.

6 – RANKING LIST AND CLEARING PROCEDURES (RECUPERO)

At the end of the selection procedures a ranking will be published for Italian citizens, EU citizens, non-EU citizens with EU equivalent status, non-EU citizens with residency abroad who must compete with EU citizens and non-EU citizens living abroad (outside Italy).

The ranking will be published on the **7th of May 2024** via Studenti Online

(www.studenti.unibo.it) in the details of the "Requests in progress".

Ranking publication via Studenti Online is the only legal means of communication for the selection results.

CLEARING PROCEDURE (RECUPERO POSTI)

With the clearing procedure, the available positions that are not fully covered after enrolment are made **available to eligible candidates who have not been admitted, according to the final ranking. Candidates who are not eligible cannot take part in the clearing procedure.**

In order to take part in the clearing procedure, eligible candidates ranked after the last successful candidate must follow the procedures listed below and respect the deadlines published in the General calendar of this call for application:

- **Log into Studenti Online** (www.studenti.unibo.it).
- **Declare their interest to take part in the clearing procedure**, by clicking on the button " I am interested in take part in the clearing procedure" (or some similar definition) available in the details of the "Requests in progress", once the ranking list is published.

Candidates can verify whether the request is correctly submitted on Studenti Online in in the details of "Requests in progress". Once clicking on the button to take part in the clearing procedure, the system will show the date of the request and a receipt will be available for printing.

The list of applicants admitted to the clearing procedure will be published on Studenti Online (www.studenti.unibo.it) in the details of the "Requests in progress" on the date specified in the General calendar of this call for applications.

Admitted candidates through the clearing procedure are required to complete their enrolment **within the deadlines** specified in the General calendar, following instructions detailed in section 7 – ENROLMENT PROCEDURE FOR SUCCESSFUL CANDIDATES and more specifically: section **A** for those enrolling for the first time, section **B** for those enrolled in another university in Italy, section **C** for those enrolled in another Second-cycle / Master's Degree of the University of Bologna.

Eligible candidates who do not declare their interest to take part in the clearing procedures according to the above-mentioned information, will be excluded from the clearing procedure.

7 – ENROLMENT PROCEDURE FOR SUCCESSFUL CANDIDATES

Successful candidates must enrol **from the 7th of May until the 14th of May, 2024** according to the following procedures:

A. CANDIDATES ENROLLING FOR THE FIRST TIME

By the above-mentioned deadlines, admitted candidates must:

1. **Log into Studenti Online** (www.studenti.unibo.it);
2. **Select "Enrolments"**, then "Laurea Magistrale" or **"Second-Cycle Degree Programme"**, "Ingegneria e Scienze Informatiche" or **"Computer Science and Engineering"**, and choose the **"Intelligent Embedded Systems" curriculum**; fill in the required documents and upload a passport-sized photo in JPG format. According to the penalties established by art. 496 of the Italian penal code, shall applicants declare false statements, they will automatically lose their right to enrol and to get any related benefits, without any rights to reimbursement of the payments that were made.
3. **Pay** the first instalment of the annual tuition fee or, alternatively, the entire amount of the yearly tuition fees according to the methods and conditions indicated through Studenti Online (www.studenti.unibo.it) or through PAGOPA (https://www.pagopa.gov.it/it/cittadini/dove-pagare/) . **Admitted candidates who do not pay the first instalment of the annual tuition fee within the established deadlines will lose their right to enrol. Late payments will not be accepted.**
4. **Activate the student's career**:
*   **If candidates have a SPID or CIE account** and they use it for the enrolment procedure, the student career is activated automatically after the payment, unless they fall in the cases a) b) or c) that are listed below. In those cases, the required documents must be checked personally by the University staff of the Students' Office, before activating the student's career.

- On the other hand, **if students enrolle without a SPID or CIE account**, so just by using username and password, they will need to follow the procedures published via Studenti Online (www.studenti.unibo.it), in the details of the enrolment request, in order to complete their enrolment.

Once career activation will be completed, students will receive an email on their @studio.unibo.it account with a QR code that will allow them to print their student card (badge).

Career activation must be completed no later than February the **28th, 2025**, or their enrolment will be canceled.

For students "sotto condizione" (lit. under condition, i.e. students who have not graduated yet) their career will be active only after obtaining their Bachelor degree.

For students graduating from the University of Bologna, their degree will be automatically retrieved by the system. However**, students graduating in other universities must declare their graduation mark through Studenti Online** (www.studenti.unibo.it)**, by clicking on the button "Insert your graduation mark".**

After activating their career, the student will gain access to the university services such as study plan online submission, exams booking, Wi-Fi, online library resources and career management (programme transfer, transfer to another university, withdrawal from studies). Moreover, they will receive an email through their @studio.unibo.it, with instructions about how to print the student card.

IMPORTANT:

Career activation is not an automatic process for students who graduated outside Italy, regardless of their nationality, as well as for students with non-EU nationality. Both with equivalent EU status or living abroad.

After following procedures listed above:

a) **if you are a non-EU citizen but you graduated in Italy**, you need to send an email (segcesena@unibo.it) to the Students' office with a not-expired residence permit, that allows you to get an equivalent status;

b) **if you are a non EU-citizen with equivalent EU status**, and you graduated outside Italy:

you need to check information on https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/enrolling-in-a-second-cycle-degree-programme-foreign-qualification, enter Studenti Online (www.studenti.unibo.it) and then click on the "Calls" button, select the call "Matriculation for the 24_25 academic year - document upload for international students with foreign qualifications", and upload documents about your bachelor, a copy of your residence permit that entitles you to be considered like EU candidates. After that, you have to make an appointment with the Students' Office in Cesena (segcesena@unibo.it) in order to show the uploaded documents in their original format.

c) **If you are a non-EU student and you live outside Italy**, you need to check information detailed here: https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/procedures-for-degree-programmes and here https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/enrolling-in-a-second-cycle-degree-programme-foreign-qualification

then enter Studenti Online (www.studenti.unibo.it) and then click on the "Calls" button, select the call "Matriculation for the 24_25 academic year - document upload for international students with foreign qualifications", and then upload documents about your studies, your visa for study purposes and a copy of the receipt you will get after applying for your residence permit. By means of this receipt, your enrolment will be considered "Under reserve".

After that, you must make an appointment with the Students' Office in Cesena (segcesena@unibo.it) in order to show the uploaded documents in their original format.

Please note that admission and pre-enrolment validation under reserve or without reserve do not allow students to complete their enrolment, even if they get their study visa, or they physically come to Italy, or if they get any scholarships or subsidies. In order to have their enrollment completed, documents about their studies abroad must be proved valid and authentic by the Students' Office in Cesena. Checking will take place after students pay their first tuition fee instalment and upload all necessary documents.

d) **If you graduated abroad**, you need to check information here https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/enrolling-in-a-second-cycle-degree-programme-foreign-qualification

then access enter Studenti Online (www.studenti.unibo.it) and then click on the "Calls" button, select the call "Matriculation for the 24_25 academic year - document upload for

international students with foreign qualifications", and then upload documents about your studies within the following deadline: 28th of February 2025. After that, you must make an appointment with the Students' Office in Cesena (segcesena@unibo.it) in order to show the uploaded documents in their original format.

SHORTENING OF THE DEGREE PROGRAMME – (ABBREVIAZIONE DI CARRIERA)

- Students wishing to request the recognition of previous careers must follow, after enrolling, instructions available at https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/shortening-of-the-degree-programme. They will be able to submit their requests from 25th of July to the 28th of November 2024.

Requests submitted after the deadline of November 28th 2024 will not be accepted.

B. CANDIDATES TRANSFERRING FROM OTHER UNIVERSITIES (TRASFERIMENTO)

Successful candidates currently enrolled in another university wishing to transfer, must complete the following procedure **from the 7th of May to the 14th of May 2024**:

1. **Log into Studenti Online** (www.studenti.unibo.it);
2. **Select "Enrolments"**, then "Laurea Magistrale" or **"Second-Cycle Degree Programme"**, "Ingegneria e Scienze Informatiche" or **"Computer Science and Engineering"**, and choose the **"Intelligent Embedded Systems" curriculum**; fill in the required documents and upload a passport-sized photo in JPG format. According to the penalties established by art. 496 of the Italian penal code, Shall applicants declare false statements, they will automatically lose their right to enrol and to get any related benefits, as well as of the right to any reimbursement of the payments that were made.
3. **State that** they are currently enrolled in another university and ask for transfer to the University of Bologna, by stating the name of their current University.
4. **Pay** the first instalment of the annual tuition fee or, PAGOPA alternatively, the entire amount of the yearly tuition fees according to the methods and conditions indicated through Studenti Online (www.studenti.unibo.it). **Admitted candidates**

who do not pay the first instalment of the annual tuition fee within the established deadlines will lose their right to enrol. Late payments will not be accepted.

5 **Submitting the transfer application** at the Italian University they are currently enrolled in by the deadlines established by their University.

Students will be able to attend teaching activities and take exams at University they are currently enrolled in until the submission of the transfer application. For the University of Bologna, students' career will be active only after recognition of the exams taken and approval for "the continuation of the study process" by the Degree Programme Board of the Computer Science and Engineering Master Degree programme.

Furthermore, students will have to pay **a transfer fee** that the Students' Office will digitally upload in the student's fee situation once the office will receive documents by the university students are currently enrolled in. Further information here: https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/transferring-to-the-university-of-bologna/transferring-to-the-university-of-bologna

C. CANDIDATES CHANGING DEGREE PROGRAMME WITHIN THE UNIVERSITY OF BOLOGNA (PASSAGGIO)

Successful candidates already enrolled in a master/2ⁿᵈ cycle degree programme at the University of Bologna, from the **07/05/2024 to the 14/05/2024** must:

1. **Log into Studenti Online** (www.studenti.unibo.it);

2. **Select "Enrolments"**, then "Laurea Magistrale" or **"Second-Cycle Degree Programme"**, "Ingegneria e Scienze Informatiche" or **"Computer Science and Engineering"**, and choose the **"Intelligent Embedded Systems" curriculum**; fill the required documents in and upload a passport-sized photo in JPG format. According to the penalties established by art. 496 of the Italian penal code, Shall applicants declare false statements, they will automatically lose their right to enrol and to get any related benefits, as well as of the right to any reimbursement of the payments that were made.

3 **Pay** the first instalment of the annual tuition fee or, PAGOPA alternatively, the entire amount of the yearly tuition fees according to the methods and conditions indicated through Studenti Online (www.studenti.unibo.it). **Admitted candidates who do not pay the first instalment of the annual tuition fee within the established deadlines will lose their right to enrol. Late payments will not be accepted.**

4. **Fill in the** request for transfer on Studenti Online (www.studenti.unibo.it). Period: from July 25th 2024 and no later than **August the 1st 2024.**
More specifically, they will have to:
- **click on 'Programme transfer' and enter the required data;**
- **pay the degree change fee (indennità di passaggio).**

Students will be able to attend teaching activities and take exams for the Programme they are currently enrolled in until the submission of the programme transfer application. Students' career for the new programme will be active only after recognition of the exams taken for the previous programme and approval for the continuation of the study process by the Degree Programme Board of the Computer Science and Engineering Master Degree programme.

8 – FEES AND SUBSIDIES

Tuition fees

Information about tuition fees, subsidies and exemptions is published on the University website:

https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/tuition-fees-and-exemptions/fees-and-exemptions-amounts-and-deadlines1

Tuition fees to be paid in order to enrol in a Degree programme include a fixed part of € 157,04 and a variable part that is calculated according to the student's family economic situation (**ISEE,** a document stating your economic condition – family revenue). Tuition fees maximum amount differs from one Degree programme to another.

Tuition fees are proportionally calculated according to the students' ISEE only if submitted according to the procedures and within the deadlines published at

https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/tuition-fees-and-exemptions/fees-and-exemptions-amounts-and-deadlines1

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

ISEE submission is not linked to the enrolment process. Students can submit their ISEE also before their enrolment, provided that they submit both procedures within the established deadlines.

IMPORTANT

ISEE Submission is a very simple procedure. Students just need to follow instructions published here: https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/tuition-fees-and-exemptions/fees-and-exemptions-amounts-and-deadlines1

Students had better submit it even if they are not sure about enrolling in a Degree Programme. If students do not submit their ISEE documents within the established deadlines, they won't get any benefits. No exception to the established deadlines will be allowed.

Benefits by ER.GO (https://www.er-go.it/international-students)

L'**Azienda Regionale per il Diritto agli Studi Superiori (Regional Authority for the Right to Higher Education in Emilia Romagna) – ER.GO** opens calls for benefits (scholaships, accommodation, meals/meal vouchers etc) on its website every year. These call for application are not directly related to call for application for enrolment to all degree programmes.

Important

In order to apply, you need also to upload you/your family ISEE (or other requested documents. In order to know what ISEE is and what documents you need to apply, please check here: https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/tuition-fees-and-exemptions/ISEE-and-other-documentation-for-tuition-fee-exemptions)

Applying is a very easy process. You had better apply even if you are not sure about enrolling in one of the available degree. programmes in Unibo yet.

Please remember that each call has its mandatory deadlines and no exceptions are admitted.

Important information for students who already enrolled in another University

Students who already enrolled in another University need to carefully check merit requirements published in the call for application available on www.er-go.it before asking for "trasferimento" or "passaggio" (see pages 17 and 18 of this call for application, letters B and C); these students' situation can indeed change in terms of access to benefits because of the recognition of passed exams (or ECTS/credits) they would ask for during the "trasferimento" or "passaggio" procedures.

Important

For Er.go benefits, the minimum amount of ECTS/credits you need for merit requirements is always based on the students' first enrolment year. If students' first enrolment did not take place in the University of Bologna, but in other Universities (or other Degree programmes, also outside Italy), it's that enrolment that ER.GO would consider during the evaluation process. As for recognised credits, only credits which will be recognised after recognition request at the University of Bologna will be taken into account.

Subsidies for the right to education offered by the University of Bologna

Information about subsidies offered by the University of Bologna are available here: https://www.unibo.it/en/study/study-grants-and-subsidies/scholarships-and-funding-opportunities .
Please read information about each subsidy carefully, as well as about deadlines and conditions for application. Please do not forget that deadlines are mandatory and exceptions are never accepted.

Important:

In order to get total exemption from the payment of the tuition fees, candidates with disabilities with recognised invalidity of at least 66%, and those whose disability is

recognised by law 104/92, must send certificates proving their disability by email to the Segreteria Studenti Cesena (segcesena@unibo.it),

FINAL REMARKS AND CONTACTS

Any notice connected with the present call for applications will be published exclusively on Studenti Online (www.studenti.unibo.it).

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

This call has been published through a "provvedimento dirigenziale" (Director's Order).

Protocol number and "repertorio" number are visible in the first page header of the Italian version. This call has been written by complying to the rules provided by the "Decreto del Ministro dell'Università e della Ricerca n. 1154/2021" (Decree by Ministry of University and Research) and its following versions, concerning approval of the Degree Programmes.

Shall any complaints take place, the Italian regional Administrative Court (TAR, tribunale Amministrativo regionale) will be the relevant authority for the management of all complaints, that must be received within 60 days from publication of the call.

The RPA (Responsabile del procedimento amministrativo – appointed responsible for this call for application) for this call is Stefano Macrelli, Head in charge of the Students Office in Cesena.

Il Dirigente della Area di Campus di Cesena

Cesena Campus Director

Dott. Leonardo Piano

(digitally signed)

OFFICE CONTACTS

Information about call for application and administrative procedures (deadlines, clearing procedures, enrolment)

> Segreteria Studenti Campus di Cesena (Students' Office in Cesena Campus)
>
> Via Montalti 69, palazzo Urbinati, 47521 Cesena
>
> Email segcesena@unibo.it
>
> Please check here to get information about how to contact this office:
>
> https://www.unibo.it/it/campus-cesena/servizi-di-campus/segstu-ce

Information regarding teaching activities (classes timetable, exam and graduation sessions, exams recognition, etc.):

> SERVIZIO DIDATTICO (Teaching Services Office)
>
> Via dell'Università, 50 - 47521 CESENA
>
> Email: campuscesena.tutorlmisi@unibo.it
>
> Tel: +39.0547-338300

Information about technical aspects: (credentials, data entry, problems with programmes/portals, IT problems)

> Help desk of Studenti online portal
>
> Tel. +39 051 2080301
>
> Email help.studentionline@unibo.it

Information for International Students or fort students who graduated abroad:

> Information about enrolment:
>
> Segreteria Studenti Campus di Cesena (Students' Office of the Cesena Campus)
>
> https://www.unibo.it/en/campus-cesena/campus-services/student-administration-office-cesena
>
> Other information: validity of documents about graduation obtained abroad, pre-enrolment, residence permit and visa, benefits and grants:

> International desk (Bologna)
>
> Email internationaldesk@unibo.it
>
> If you want to contact the International Desk:
>
> https://www.unibo.it/en/university/contacts-1/contacts-for-international-students

Information about tuition fees and subsidies:

> Ufficio contribuzioni studentesche (Students' tuition fees office)
>
> Email ases.contribuzionistudentesche@unibo.it
>
> If you want to contact the Ufficio contribuzioni studentesche
>
> https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/tuition-fees-and-exemptions/fees-and-exemptions-amounts-and-deadlines1

Information for students with Disability or SLD (Specific Learning Disorders)

> Servizio per gli studenti con disabilità (Office for services offered to students with disabilities')
>
> Email ases.adattamentiammissione@unibo.it
>
> If you want to contact this office, please check here:
>
> https://site.unibo.it/studenti-con-disabilita-e-dsa/en

Offices will be closed on

- National holidays (https://www.unibo.it/en/study/guide-to-choosing-your-programme/academic-calendar-1)

- Friday the 29th of March 2024,
- Friday the 26th of April 2024;
- From Monday the 12th of August to Friday the 16th of August 2024 (Summer holidays)
- Monday the 24th of June 2024 (Patron Saint Holiday in Cesena)

Any other extra closing day will be published here: (www.unibo.it).

ATTACHMENT 1 - REQUEST FOR ADAPTATIONS FOR CANDIDATES WITH DISABILITIES AND CANDIDATES WITH SPECIFIC LEARNING DISABILITIES

Candidates wishing to request for special adaptations for the admission procedure, shall request them within the deadline for the application to the selection.

Adaptations may be:

- 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, 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.

In order to submit this request, please follow instructions here below:

1. **Login through Studenti Online accedere a Studenti online** (www.studenti.unibo.it), "Requests in progress" section;
2. **Download the"Modulo di richiesta adattamenti" (Adjustment request form)** e fill it in;
3. **Upload in the relevant section, the filled "Modulo richiesta adattamenti"** (PDF Format);
4. Upload all the necessary **specific documents**:

    –   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 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
The Students with disability office reserves the right to ask for an updated certificate or at least a written proof showing that diagnosis has a "renewal in progress" status.
For more details please check here:
Per ulteriori dettagli rinviamo alla pagina del sito:
https://site.unibo.it/studenti-con-disabilita-e-dsa/en/for-students/certifications-required-for-students-with-sld

– 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 "Invalidità civile" – (literally, civil incapacity . i.e disability status officially recognised by the Authorities)

- 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

IMPORTANT: 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 e-mail address name.surname@studio.unibo.it . Such integration has to 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 the e-mail address: ases.adattamentiammissione@unibo.it