Call for applications for the degree programme in INTERNATIONAL COOPERATION ON HUMAN RIGHTS AND INTERCULTURAL HERITAGE (I-CONTACT)

Academic year 2024/2025

LM-81 – code 9237

Approved in the Council Board on 30.01.2024

SUMMARY

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.

Brief overview of the degree programme

The Second Cycle/Master Degree **I**nternational **C**ooperation **O**n huma**N** righ**T**s **A**nd inter**C**ultural heri**T**age (**I-CONTACT**) is a 2-years master degree entirely taught in English. It is an <u>open access degree with minimum entry requirements</u>: English B2 level, assessment of Academic background and personal competencies. The Master Degree Programme offers 2 curricula:

A. Protection of Human Rights and International Cooperation
B. International Cooperation on Intercultural Heritage

Applicants are required to indicate whether they are competing for Curriculum A or Curriculum B, or both, and apply online.

All applicants will be assessed equally in relation to the requirements and criteria specified in this Notice. All complete and eligible applications will go through an Academic merit-based selection process.

RELEVANT DEADLINES

Applications will be assessed by the Admission Board in accordance with the procedure outlined below. **Candidates that are not admitted may apply for other intakes**.

INTAKE 1

STEPS	DATES
1. Applications open	14.02.2024
2. Applications close	25.03.2024 (by 12,00 pm)
3. Results are made available*	By 24.04.2024

INTAKE 2

STEPS	DATES
1. Applications open	10.04.2024
2. Applications close	20.05.2024 (by 12,00 pm)
3. Results are made available*	By 19.06.2024

INTAKE 3

STEPS	DATES
1. Applications open	17.07.2024
2. Applications close	26.08.2024 (by 12,00 pm)
3. Results are made available*	By 25.09.2024

* The assessment results' date is approximate, please check your institutional account @studio.unibo.it frequently as you may be contacted by the Academic Board for communications regarding the state of your application and the assessment process, any additional document requests or an invitation to sit an interview. Please note that depending on the number of applications received, the assessment results may be slightly delayed.

Enrolment to the degree will be possible after the conclusion of the evaluation process of each intake, no earlier than 24.04.2024.

SECTION 1 – ADMISSION REQUIREMENTS

In order to be admitted to the second-cycle degree programme in **I**nternational **C**ooperation **O**n huma**N** righ**T**s **A**nd inter**C**ultural heri**T**age (**I-CONTACT**), candidates must:

a) hold a first-cycle **ACADEMIC QUALIFICATION**, i.e., a three-year University degree or diploma or other suitable qualification obtained abroad. 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

In order to be admitted it is required to hold an Italian **first cycle degree** (laurea) or a **former 4-years Italian degree** or an equivalent foreign **bachelor degree** in:

a) one of the following **Italian Degree Classes** and having obtained a number of CFU/ECTS in specific SSD-Disciplinary areas:

- **Group 1** (eligible to direct access to the selection process)**:**
  - Ex D.M. 270/2004: L-1 Cultural heritage; L-37 Cooperation and peace studies
  - Ex D.M. 509/1999: 13, 35

- **Group 2:**
  - Ex D.M. 270/2004: L-14 Legal services; L-15 Tourism; L-16 Administration and Organisation sciences; L-18 Business administration; L-33 Economics; L-36 Political science and international relations; L-39 Social work; L-40 Sociology; L-41 Statistics; L-42 History;
  - Ex D.M. 509/1999: 2, 6, 15, 17, 19, 28, 31, 36, 37, 38, 39;
  - (in both options) **needing at least an overall 36 ECTS attested by the transcript of record in**: SPS/02, SPS/04, SPS/07, M-STO/02, M-STO/04, IUS/01, IUS/08, IUS/09, IUS/13, SECS-P/01, SECS-P/02, SECS-S/01, SECS-S/03, M-GGR/01, M-GGR/02, M-DEA/01).

- **Group 3:**
  - Ex D.M. 270/2004: L-5 Philosophy; L-6 Geography; L-10 Humanities; L-11 Modern languages and civilisations; L-12 Linguistic mediation; L-19 Education and training; L-20 Communication studies; L-21 Landscape and urban planning; L-24 Psychology; L-25 Agriculture and forestry; L-32 Natural sciences; L-43 Technologies for Conservation and Restoration of Cultural Heritage

- Ex D.M. 509/1999: 3, 5, 11, 14, 18, 20, 29, 30;
- (in both options) **needing at least an overall 36 ECTS attested by the transcript of record, subdivided as follows into**:
  - **18 ECTS in one or more of the following**: M-FIL/05, M-FIL/06, M-PSI/05, BIO/01, BIO/08, IUS/10, L-ANT/07, L-FIL-LET/10, L-ART/01, L-ART/03, L-LIN/01, L-LIN/12, AGR/01, AGR/02, MAT/01, MAT/02, CHIM/03, FIS/01, GEO/04, SECS-P/06.
  - **18 ECTS in one or more of the following**: SPS/02, SPS/04, SPS/07, M-STO/02, M-STO/04, IUS/01, IUS/08, IUS/09, IUS/13, SECS-P/01, SECS-P/02, SECS-S/01, SECS-S/03, M-GGR/01, M-GGR/02, M-DEA/01.

b) **Former 4-year Italian degrees** (Vecchio Ordinamento): Agraria, Conservazione dei Beni Culturali, Economia e Commercio, Giurisprudenza, Lettere e Filosofia, Lingue e Letterature straniere, Psicologia, Scienze Politiche, Statistica, Scienze della Formazione;

c) **Foreign Bachelor Degree in:** Administration and Organisation sciences; Agriculture and forestry; Applied languages; Business administration; Communication; Cooperation and peace studies; Cultural heritage; Economics; Education and training; Geography; History; Humanities; Landscape and urban planning; Legal services and Law; Linguistic mediation; Natural sciences; Philosophy; Political science and international relations; Psychology; Social work; Sociology; Statistics; Technologies for Conservation and Restoration of Cultural Heritage; Tourism.

LANGUAGE REQUIREMENTS

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

The English language requirement may be satisfied through:

- ❖ Holding a **certification**:
  - ➤ British Council isd Cambridge Assessment English: IELTS Academic 5.5 – 6.0 – 6.5
  - ➤ Cambridge Assessment English:
    - B2 First Grade B, C
    - Preliminary Grade A
    - B2 Business Vantage Grade B, C
    - Business Preliminary Pass with Distinction
    - Cambridge English Certificate Level B2 (160 – 179)
  - ➤ Cambridge Assessment International Education:
    - IGCSE English as a Second Language Grade A*, A, B, C
    - IGCSE English First Language Grade C, D, E
  - ➤ Educational Testing Service (ETS): TOEFL iBT 80 – 99
  - ➤ Pearson: PTE Academic 59-75
  - ➤ Trinity College London: ISE II
- ❖ Holding a certification of **level B2 certified** by University Linguistic Centres.
- ❖ Applicants with **full Higher education in English** (certified by the Academic Institution issuing the Bachelor).
- ❖ Applicants from **English-speaking countries** (Official Language).

1.2- Assessment of personal knowledge and skills

The Academic Admission Board will assess applicants' personal preparation background only if the applicant meets both curricular and linguistic prerequisites. Failure to meet either prerequisite will result in the application being rejected as non-eligible. The personal preparation background will be evaluated on a case-by-case basis by the appointed I-CONTACT Academic Admission Board based on the documents submitted by the Applicants: academic curriculum, CV/resume detailing study experiences abroad and additional experiences or extracurricular activities.

ASSESSMENT OF ACADEMIC AND PERSONAL PREPARATION CRITERIA

A) **From 0 to 40 points** based on the Italian system final degree mark (for graduated applicants) or the weighted average of all exams' scores (applicants who have not graduated yet have to specify the weighted average mark). For applicants who have a foreign Bachelor Degree, points will be issued in proportion to the maximum vote required by the degree's national legislation;

B) **From 0 to 20 points** for academic study periods abroad (as described in your CV and certified, whenever possible);

C) **From 0 to 40 points** for additional experiences or extracurricular activities (as described in your CV and certified, whenever possible) that are in line with the educational aims of the Master's Degree I-CONTACT.

FINAL ASSESSMENT

The maximum sum of **A), B), C),** is **100 points** and it determines the score for each candidate. Based on this score, applicants will be ranked as follows: **non-admitted**/**admitted.**

Points	Assessment of academic and personal skills
<60 → Non-admitted	**Score below 60:** The application does not meet the admission requirements and will be rejected; the candidate is therefore **non-admitted**.
60-69 → interview	**Score between 60 and 69:** Upon the evaluation of the Academic Admission Board, the applicant **could be invited to attend an interview** aimed at clarifying some aspects of the application or further exploring some details. It is by no means an exam and no reference material will be provided in order to sit the interview. The interview will be carried out online (via Skype/Microsoft Teams) upon verification of the applicant's identity (be prepared to show your ID/Passport). The exact date and time for the interview will be sent by email to the official @studio.unibo.it account in due time. If for justified and certified reasons, the candidate is unable to attend the interview on the date and time set, he/she will be given an alternative date, provided he/she gives enough notice to schedule a second interview.

	Failure to attend the interview will result in the candidate's application being automatically refused. At the end of the interview, the candidate is **non-admitted/admitted**.
70-100 → admitted	**Score above 70:** The application was positively assessed and the candidate is **admitted to the Master's Degree I-Contact**.

SECTION 2 – HOW TO APPLY

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

1. **Log onto** Studenti OnLine (www.studenti.unibo.it), using your SPID username and password. The system will automatically retrieve your personal details and it will create your University credentials (nome.cognome@studio.unibo.it).

   International students who do not have 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 and clicking on *Register* and then *International students registration*

2. **Click on** "APPLY FOR ADMISSION", select "SECOND-CYCLE DEGREE" and choose the programme named "International Cooperation Of Human Rights And Intercultural Heritage - Pre-admission Procedure";

3. Fill the MANDATORY **Declarations form;**

4. **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.

   - Certificate attesting to your English language competency as indicated in section 1.1;

   - Curriculum Vitae

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

- Diploma o Transcript of record o Diploma Supplement of another degree

  No other documents could be uploaded (ie. motivation or supporting letters).

REMEMBER
- The Admission Board will only assess documents uploaded through the online application. 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.

- Study grant specifications are not part of the enrolment process.

- The application process is also open to students who are about to graduate *[for students enrolled in an Italian Degree, if they have registred at least 150 CFU/ECTS in their career at the deadline for the intake they are applying for]*. Candidates 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 relative academic bodies, of which students are informed upon matriculation.

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. Federica Botti, Prof. Vanessa Grotti, Prof. Marc Andrew Brightman, Prof. Roberto Pasini, Prof. Giorgio Vespignani, Prof. Giulia Crippa.

If you are admitted to the degree programme [**greenlighted (admitted)** or **redlighted (not admitted)]**, you will be notified via the website www.studenti.unibo.it as of the date indicated in the general calendar (point 3).

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 in the above intake calendar. To enrol, you should complete the following steps.

1. **Log on** to Studenti OnLine (www.studenti.unibo.it) entering the username and password obtained when submitting your application.

2. **Select "Enrolment**", then select "Second-cycle Degree", and then the degree programme "International Cooperation Of Human Rights And Intercultural Heritage**"** 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 - Particular cases

- **If you have a conditional offer**, 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 *(link esteso https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/iscriversi-corso-di-laurea-magistrale-con-titolo-estero)*.
  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.
  Link esteso (https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/traduzione-autenticita-e-valore-dei-titoli-di-studio-esteri)
  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 23_24 academic year - document upload for international students with foreign qualifications".
  When you arrive at the University of Bologna, you must make an appointment with the International Student Administration Office in Bologna or the Student Administration Office for 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 Universitaly and request an entry visa for study purposes. Click here to learn how. – (*extended link 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 want to apply for degree shortening based on previous studies**, check here how to proceed and verify the relevant deadlines (extended link 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 (extended link 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 here how to proceed (extended link 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

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- 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:
Email: icontact.info@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 .