



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Disclaimer: The official Call for Applications for the admission to the 2nd cycle Degree Program in International Relations for the a.y. 2024/2025 (in Italian) is available [on the website](#) of the above mentioned degree programme. The present document is an unofficial English summary, which contains general information regarding application requirements and deadlines. For a complete set of instructions and further information on admission, candidates are strongly encouraged to consult the official Call for applications published in Italian.

Unofficial Call for application to the Master's Degree Program in International Relations - academic year 2024/2025

Curricula:

- EUROPEAN AFFAIRS (IR-EA)
- INTERNATIONAL AFFAIRS (IR-IA)
- CRIME, JUSTICE AND SECURITY (IR-CJS)

SUMMARY

1. GENERAL INFORMATION.....	2
2. GENERAL CALENDAR.....	3
3. PLACES AVAILABLE.....	4
4. HOW TO PARTICIPATE IN THE SELECTION	5
5. ADMISSION REQUIREMENTS	5
6. SUBMISSION OF APPLICATION	7
7. SELECTION CRITERIA AND EVALUATION	9
8. RANKING LISTS	11
9. ENROLMENT OF SELECTED CANDIDATES.....	12
10. CLEARING PROCEDURES.....	15
11. FINAL NOTES.....	17

1. GENERAL INFORMATION

1.1 TO WHOM THE CALL IS ADDRESSED

This call for applications is aimed at those who intend to enrol for the 2024/2025 academic year in the Master's degree programme in International Relations class LM-52 - International Relations.

Course activities are conducted entirely in English.

Information regarding the course (regulations, access requirements, educational plan, educational aims, information and contacts, etc.) are available at the following page:

<https://corsi.unibo.it/2cycle/InternationalRelations/index.html>

1.2 WHO CAN PARTICIPATE IN THE SELECTION

All students interested in enrolling may participate in the selection, including those who:

- a. transfer from one degree program to another within the University of Bologna
- b. transfer from another University
- c. intend to apply for the recognition of previous studies and they are in possession of an Italian or foreign academic degree, or they have carried out their studies abroad, or they have withdrawn from a degree course.

1.3 DEADLINES

All deadlines in the procedure are peremptory and failure to meet them will result in exclusion from selection or from the possibility of enrolling in the course of study, regardless of the reasons given.

Failure to register for the selection by the deadline will result in the impossibility of enrolling in the course of study.

In the event of successful selection, a successful candidate who fails to pay the first instalment of the annual contribution fee by the deadline will be deemed to have tacitly withdrawn, regardless of any reasons for the delay.

There is only one selection procedure for admission to the course, with three clearing procedures.

Below is **an overview of the deadlines**, each section refers to the following parts of the call for details of the procedure.

2. GENERAL CALENDAR

<i>Phases</i>	<i>Dates</i>
1) Submission for applications	From 19 February 2024, 1 p.m. CEST to 25 March 2024, 1 p.m. CEST
2) Publication of the ranking list of selected candidates	2 May 2024
3) Enrollment period for selected candidates	9 May to 3 June 2024
4) Expression of interest in the FIRST clearing procedure	9 May to 3 June 2024
5) Publication of the list of accepted candidates in the FIRST clearing. Starting date of the enrollment for candidates accepted after the FIRST clearing.	5 June 2024
6) Closing date for enrollments of the candidates accepted after the FIRST clearing.	19 June 2024
7) Expression of interest in the SECOND clearing procedure	5 to 19 June 2024
8) Publication of the list of accepted candidates in the SECOND clearing. Starting date of the enrollment for candidates accepted after the SECOND clearing.	24 June 2024
9) Closing date for enrollments of the candidates accepted after the SECOND clearing.	8 July 2024
10) Expression of interest in the THIRD clearing procedure	24 June to 8 July 2024
11) Publication of the list of accepted candidates in the THIRD clearing. Starting date of the enrollment for candidates accepted after the THIRD clearing	10 July 2024
12) Closing date for enrollments of the candidates accepted after the THIRD clearing.	24 July 2024
13) Final deadline for course transfers	10 September 2024

In case of available spots after the closing date for enrollments of the candidates accepted after the THIRD clearing, a notice will be published on Studenti Online and on our website's notice board.

2.1 EXTRAORDINARY SELECTION

In case of available spots after the end of the ordinary selection, **an extraordinary one might be activated**. In that case, a notice will be published both on [Studenti Online](#) and on our website's [notice board](#), aimed at eligible candidates who are still on the ranking list and who have expressed an interest in being retrieved within the terms of this call.

3. PLACES AVAILABLE

For the academic year 2024/2025, a total of **140 places** are available for admission to the Master's degree course in International Relations, broken down by quota as follows:

- **110 places** for Italian citizens, EU citizens, non-EU citizens treated as such and non-EU citizens residing abroad competing with EU candidates **(A)**;
- **30 places** for non-EU citizens residing abroad **(B)**.

The posts reserved for non-EU citizens residing abroad that are not filled at the end of the ordinary selection (including recovery and sliding scale) will be made available to Italian citizens, EU citizens and equivalent categories in the event of an extraordinary selection.

For guidance only, the Course of Study has divided the above-mentioned places between the various curricula. This allocation is not binding for the purposes of admission to the selection and subsequent enrolment, but is only intended to enhance a balanced ratio between lecturers, facilities and students:

- EUROPEAN AFFAIRS: 35 places
- INTERNATIONAL AFFAIRS: 70 places
- CRIME, JUSTICE AND SECURITY: 35 places.

A) Places for Italian citizens only, EU citizens and and equivalent non-EU citizens or non-EU citizens residing abroad competing with EU candidates who can participate in the selection provided in the notice:

- Information on non-EU nationals treated as *such* is at www.unibo.it/studentiinternazionalichisono, item 1;
- Information on non-EU nationals residing abroad competing with EU candidates is at www.unibo.it/studentiinternazionalichisono, item 2. Even if exempted, international students must still comply with the procedures for non-EU students residing abroad.

B) Places for non-EU nationals living abroad (international student quota) who may participate in the selection within the quota reserved for them:

international students, in order to take part in the selection, in compliance with the procedures defined by the Ministry of University and Research (MUR) in a specific Circular for the academic year 2024/2025, which will be published on the website www.studiareinitalia.it/studentistranieri/, must [pre-register on University and apply for an entry visa for study purposes](#) <https://www.unibo.it/it/didattica/iscrizioni-transfer-and-graduate-regulations-entry-in-italy/before-departing-visa-entry>

WARNING: Non-EU citizens holding a residence permit for study purposes who **formally** renounce their studies at this or another university will lose the requirements for residence in Italy, with the consequent revocation of their residence permit. In this case, they will have to return to their country of origin and initiate the pre-enrolment procedures through the Italian diplomatic representations with territorial jurisdiction (Embassies/Consulates), within the deadlines set annually and published on the website <http://www.studiare-in-italia.it/studentistranieri/>.

4. HOW TO PARTICIPATE IN THE SELECTION

The call for admission to the Master's Degree Course in **International Relations** provides for a **single selection**, reserved indiscriminately for access to one of the following international curricula:

- **CRIME, JUSTICE AND SECURITY**
- **EUROPEAN AFFAIRS**
- **INTERNATIONAL AFFAIRS**

At the time of application, candidates may express a preference for one curriculum only. However, this preference is not binding, as the candidate may, at the time of registration, confirm or change it to another curriculum.

Registration for the selection requires payment of an admission fee of **EUR 50.00**, which will not be refunded under any circumstances. Payment must be made exclusively according to the methods indicated on [Studenti OnLine](#).

Registration for the selection is only considered complete and valid once the contribution has been paid.

5. ADMISSION REQUIREMENTS

The following curricular requirements language requirements are required for admission to the Master's degree in International Relations:

A. CURRICULAR REQUIREMENTS

For access to the course it is necessary to have obtained a bachelor's degree, a single-cycle degree or a four-year degree from an Italian university or to hold another qualification obtained abroad, recognised as suitable, in one of the following classes:

L-5 Philosophy, L-6 Geography, L-11 Modern Languages and Cultures, L-12 Language Mediation, L-14 Legal Services Sciences, L-16 Administration and Organisation Sciences, L-18 Economics and Business Management Sciences, L-20 Communication Sciences, L-33 Economics, L-36 Political Science and International Relations, L-37 Social Sciences for Cooperation, Development and Peace, L-40 Sociology, L-41 Statistics, L-42 History.

Access to the course is also open to students who hold a degree from a class other than those listed above **provided they have obtained at least 32 ECTS/ CFU credits in one or more of the following** groups of scientific-disciplinary sectors (SSDs):

Political and Social Sciences srea: SPS/01, SPS/02, SPS/03, SPS/04, SPS/05, SPS/06, SPS/07, SPS/11, SPS/13, SPS/14;

Economics and Statistics area: SECS-P/01, SECS-P/02, SECS-P/03, SECS-P/07, SECS-P/12, SECS-S/01, SECS-S/03, SECS-S/05;

Oriental Languages and Cultures area: L-OR/01, L-OR/10, L-OR/23;

History and Anthropology area: M-STO/03, M-STO/04, M-DEA/01;

Legal Sciences area: IUS/09, IUS/13, IUS/14, IUS/21;

Computer Sciences area: ING-INF/01, ING-INF/05.

For those who hold a **qualification obtained abroad or a qualification in accordance with the regulations in force prior to Ministerial Decree 509/1999**, the Commission assesses and verifies the possession of knowledge and skills on the basis of the previous career and the suitability of the qualification in relation to the curricular requirements.

Applicants with a qualification obtained abroad should consult the detailed information at www.unibo.it/IscrizioniLaureaMagistraleTitoloEestero.

Undergraduates may also apply for admission to the selection, sub condicione, **provided that they have acquired 140 ECTS/CFUs by the application deadline and the qualification is obtained no later than 30 December 2024**. For the purposes of the acquisition of 140 CFU, Transcript of records acquired during Erasmus mobility not yet registered in the career are also considered valid, according to the correspondences indicated in the relevant Learning Agreement to be attached to the application for admission.

Conditionally enrolled students who do not complete their Bachelor's degree by **30 December 2024** will have their enrolment automatically cancelled.

B. LANGUAGE SKILLS - ENGLISH LANGUAGE LEVEL B2

English level proficiency of at least B2 level is required.

Language proficiency is verified by meeting one of the two conditions below:

1) with possession of one of the following certifications obtained no more than three years ago:

- a) all the certifications listed in the CLA's equivalence table <http://www.cla.unibo.it/idoneita-linguistica/equipollenza-dei-titoli-1>
- b) TOEFL computer-based at least 213 points
- c) TOEFL paper -based of at least 550 points
- d) Trinity GESE 8
- e) IELTS of at least 5-6.5 points
- f) B2-level certification issued by a university language centre; or

2) having completed a university degree taught entirely in English.

Information and/or clarifications on access requirements can be obtained from: didatticasociale.rilm@unibo.it

6. REGISTRATION FOR SELECTION

All candidates, by the following deadlines set out in the [General Calendar](#):

19 February 2024, 1 p.m. to 25 March 2024, 1 p.m.

must register for the selection according to the following procedures:

1) Connect to Students Online (www.studenti.unibo.it) using your [SPID or CIE](#) credentials. The system will automatically retrieve your personal data and will then create your University credentials (nome.cognome@studio.unibo.it).

International students who do not have an identity document issued in Italy can log in with the University's credentials; to obtain them, they must access Students Online (www.studenti.unibo.it), choose 'Register' and then 'International Student Registration', **click** on the 'Admission Request' button, select 'Master's Degree', the 'International Relations' competition and then 'proceed';

3) upload all the required documents in .pdf format listed below;

4) proceed to the payment of the admission test fee of €50.00, which will not be refunded under any circumstances. Payment must be made as indicated on Students Online (www.studenti.unibo.it).

Only candidates who have completed the registration for the selection test and paid the relevant fee by the deadline and as described above will be admitted to the assessment.

No delivery of paper materials to the Offices is to be made.

In order to be assisted and guided in filling in the online application form for the test, candidates may contact the Studenti Online Help Desk by telephone, during the hours indicated, on +39 051 20.80.301 or by sending an e-mail to help.studentionline@unibo.it.

Documents required by the Course, to be uploaded in pdf format and attached to the application for selection:

- 1) **Transcript of records/list of examinations**, marks obtained and respective SSDs with indication of weighted average (only for students NOT from the University of Bologna)
- 2) **Application Form/ Self-Certification Form**, completed and signed
- 3) **Transcript of records** for credits acquired in Erasmus mobility and not yet registered (only for undergraduates with at least 140 CFU)
- 4) **Certification of proficiency in English language level B2**
- 5) **Documentation (language certifications and/or qualifications) relating to the other extracurricular activities** inherent to the educational pathway referred to in point D paragraph "7. MODALITIES FOR CARRYING OUT THE SELECTION".
- 6) **Curriculum vitae / Resume** in English, on European template, signed
- 7) Photocopy of a valid **identity document** (ID card, driving licence, passport)
- 8) **Copy of the residence permit**, if held, for non-EU citizens or alternatively the receipt of the permit application.

Please note: In order to complete your application, you must also declare in the application procedure that you possess the qualification according to the instructions below:

- Graduates or undergraduates of the University of Bologna:

for graduates and undergraduates of the University of Bologna, data are automatically acquired by the system. Graduates, if they possess several qualifications, must indicate the one that is useful for selection purposes; for undergraduates, the information on verbalised courses is automatically updated by the system up to the deadline for registration for selection;

- Graduates or undergraduates from another university or with a foreign qualification:

Applicants from another university must enter all the courses they have taken, their grades and the respective scientific disciplinary sectors (SSD) in the box '*Study title - Enter details of courses taken to complete the application - INSERT*'.

Undergraduates can access it until the selection deadline to update their examination data.

For the purposes of evaluation, the Commission will analyse only and exclusively the documents submitted and the information indicated in the application form present on the selection deadline. It will not be possible to supplement this information subsequently.

Modalities of participation for non-EU candidates residing abroad

Non-EU citizen candidates residing abroad, in order to participate in the selection, in compliance with the procedures defined by the Ministry of University and Research (MUR) in a special Circular for the academic year 2024/2025, which will be published on the website www.studiareinitalia.it/studentistranieri/, must **pre-register on Universitaly and apply for an entry visa for study purposes** <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/regole-ingresso-soggiorno-in-italia/prima-di-partire-visto-di-ingresso>.

General information for access to the courses can be found at:

www.unibo.it/IscrizioniLaureaMagistraleTitoloEstero and www.unibo.it/IscrizioniStudentiNonUE.

7. SELECTION CRITERIA AND EVALUATION

The verification of adequate preparation takes place in two stages:

- **Phase 1:** Evaluation of the CV and qualifications submitted at the application stage, aimed at ascertaining the **possession of curricular requirements and language skills**, with the criteria outlined below.
- **Stage 2 (if any):** possible request by the Commission to proceed to an in-depth assessment of the qualifications attached, in order to verify their actual consistency with the objectives of the course, by producing further documentation (this request does not involve any interview with awarding of points).

ASSESSMENT OF CURRICULAR AND LINGUISTIC REQUIREMENTS

The assessment of the curricular and linguistic requirements involves the awarding of points calculated according to the following criteria:

A) Academic merit (weighted average of marks in thirtieths): up to 40 points

The awarded score will be calculated according to the following

formula: $[(\text{Weighted average} - 18) \times 40/11.5]$.

A penalty will be applied to those who have acquired less than 170 credits/CFUs according to the following formula: $[(\text{Weighted average} - 18) \times 40/11.5] - [(170 - \text{CFUs acquired}) \times 0.2]$.

B) Congruence of CFUs obtained in the different Scientific Disciplinary Sectors SSDs: up to 20 points

A ¼ point up to a maximum of 20 points will be awarded for each CFU obtained in the following scientific disciplinary fields:

SPS/01 POLITICAL PHILOSOPHY

SPS/02 HISTORY OF POLITICAL DOCTRINES

SPS/03 HISTORY OF POLITICAL INSTITUTIONS

SPS/04 POLITICAL SCIENCE

SPS/05 HISTORY AND INSTITUTIONS OF THE AMERICAS

SPS/06 HISTORY OF INTERNATIONAL RELATIONS

SPS/07 GENERAL SOCIOLOGY

SPS/08 SOCIOLOGY OF CULTURAL AND COMMUNICATION PROCESSES

SPS/09 SOCIOLOGY OF ECONOMIC AND LABOUR PROCESSES

SPS/10 SOCIOLOGY OF THE ENVIRONMENT AND TERRITORY

SPS/11 SOCIOLOGY OF POLITICAL PHENOMENA

SPS/12 SOCIOLOGY OF LAW, DEVIANCE AND SOCIAL CHANGE

SPS/13 HISTORY AND INSTITUTIONS OF AFRICA

SPS/14 HISTORY AND INSTITUTIONS OF ASIA

IUS/09 INSTITUTIONS OF PUBLIC LAW

IUS/13 INTERNATIONAL LAW

IUS/14 EUROPEAN UNION LAW

IUS/21 COMPARATIVE PUBLIC LAW

SECS-P/01 POLITICAL ECONOMY

SECS-P/02 ECONOMIC POLICY

SECS-P/03 FINANCE

SECS-P/07 BUSINESS ECONOMICS

SECS-P/12 ECONOMIC HISTORY

SECS-S/01 STATISTICS

SECS-S/03 ECONOMIC STATISTICS

SECS-S/04 DEMOGRAPHY

SECS-S/05 SOCIAL STATISTICS

M-STO/02 MODERN HISTORY

M-STO/03 HISTORY OF EASTERN EUROPE M-

STO/04 CONTEMPORARY HISTORY

M-DEA/01 CULTURAL ANTHROPOLOGY

M-FIL/03 MORAL PHILOSOPHY

M-FIL/06 HISTORY OF PHILOSOPHY.

C) International experiences (e.g. Erasmus - Overseas): **up to a maximum of 15 points**

D) Other experiences: 5 points each **up to a maximum of 25 points:**

- Further qualifications in addition to the degree required for access;
- Language certifications in addition to the admission requirement (B2 English) provided:
 - certifications of level B2 or higher in the case of European languages;
 - certifications of level A2 or higher in the case of non-European languages;
- Work experience, internships, volunteering and publications in the field of political economy and international relations.

A candidate who possesses the curricular requirements, the knowledge and linguistic skills required and obtains a score greater than or equal to 60/100 is considered eligible.

The Selection Board, appointed by the Council of the Department of Political and Social Sciences, on the proposal of the Course Council and composed of at least three full members and alternates chosen from among the teaching and research staff pertaining to the Course of Studies, will ensure the proper conduct of the evaluation.

8. RANKING LISTS

Candidates achieving a total score **of 60/100 or more** in the assessment of the admission requirements are considered **eligible** and placed on the ranking list.

In the event of a tied score, priority is given to the younger candidate.

Eligible candidates in the ranking list may enrol, until all available places are filled.

Candidates who do not achieve the minimum score of 60/100 **are considered ineligible** and will not be able to register for the course.

Candidates assessed as uneligible for the ordinary selection may only take part in the extraordinary selection if they have in the meantime fulfilled the required curricular requirements.

The final rankings of the winners will be published on [Studenti OnLine](#) on **2 May 2024**: this publication is the only legal means of legal publicity of the outcome of the selections.

9. REGISTRATION OF SUCCESSFUL CANDIDATES

9.1. Candidates registering for the first time

Applicants with a positive ranking must, by **the** following deadlines: **9 May to 3 June 2024**:

1. **log on** to [Studenti OnLine](#) by entering your username and password, obtained from the selection application procedure;
2. **choose 'Enrolment'**, select 'Master's Degree', then the course of study "International Relations" and enter the data required by the procedure, attaching a file with a passport-size photograph of your face. You are reminded that in the event of false declarations, in addition to incurring the penalties laid down in Article 496 of the Penal Code, the person concerned automatically forfeits the right to registration and any benefits obtained, without being entitled to any reimbursement of sums paid;

Please note: successful candidates are required to indicate their chosen curriculum when registering.

3. **pay the first instalment** or, alternatively, the single instalment relating to the annual contribution fee, in accordance with the methods indicated on the [Student OnLine](#) site. Payment methods other than those indicated are not permitted. Failure to pay will result in exclusion from the procedure. Late payments are not permitted.

By logging in with your SPID or CIE credentials and using them during registration, after performing payment, the university career will be activated directly without any further formalities.

With the activation of the career it will be possible to use services such as the presentation of the study plan, booking of exams, access to the Wi-Fi network and to online library resources; it will also be possible to carry out career actions (change of course, transfer to another university, withdrawal from studies); an email will also be sent allowing the badge to be printed, according to the procedures that will be indicated.

SPECIAL CASES

- a) **A candidate who enrolls under condition** must obtain a first-cycle degree by **30 December 2024** at the latest.

If you are an undergraduate at the University of Bologna, the system will automatically update your position once you have obtained your degree.

If you are an undergraduate student at another university, you must go to Studenti OnLine (www.studenti.unibo.it) and enter your degree grade in the details of your matriculation file by typing in the 'enter degree grade' button.

b) **If the candidate is a non-EU national with an equivalent qualification obtained in Italy, he/she** must send a copy of the valid residence permit allowing equivalence to the Political Science student secretariat (segscpol@unibo.it).

c) **If the candidate has a qualification obtained abroad, he/she** must check the documentation necessary for registration at this link <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/iscrivarsi-corso-di-laurea-master-title-abroad>

The documentation used for admission to the course (e.g. qualification, transcripts) must be translated and verified for authenticity and value where applicable

<https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/traduzione-autenticita-e-value-of-foreign-study-titles>

The candidate must upload the documents relating to the foreign qualification on Studenti OnLine (www.studenti.unibo.it) in the "Announcements" section, choosing "Matriculation a.y. 2024_2025 - upload of documents for international students and students with foreign qualifications". On arrival at the University of Bologna, you will have to make an appointment with the International Students Office to show the original documentation.

d) **If the applicant is a non-EU citizens of equivalent status and has obtained the qualification abroad** he/she must consult the information of detail at <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/iscrivarsi-corso-di-laurea-magistrale-con-titolo-estero>, go to Studenti Online (www.studenti.unibo.it), choose "Announcements", select "Matriculation a .y. 2024_2025 - uploading documents for international students and students with foreign qualifications" and upload, in addition to the qualification documents, the copy of the residence permit allowing equivalence. You will also need to book an appointment at the International Student Secretariat to show the original documents.

ATTENTION: Applicants must check very carefully who the non-EU students who are assimilated are and what types of residence permit allow for equivalence at

<https://www.unibo.it/it/internazionale/chi-sono-gli-studenti-internazionali> . Participation in the selection process as an equated non-EU citizen without being in possession of the equivalence qualification will not allow the completion of enrolment, even in the case of admission and payment of the first instalment.

• **If the candidate is a non-EU citizen residing abroad and has obtained his or her degree abroad,** he or she must consult the detailed information at www.unibo.it/iscrizioniStudentiNonUE, access Studenti Online (www.studenti.unibo.it), choose "BANDI" and select "Matriculation a.y. 2024_2025 - upload of documents for international students and students with foreign degrees" and upload - in addition to the degree documents - a copy of the valid residence permit or, if not yet issued, a copy of the student visa and then a copy of the receipt certifying that the application for the

residence permit (with which enrolment will be conditionally accepted). Upon arrival in Bologna, you must book an appointment at the International Students Secretariat to show the original documents.

Please note: Admission and subsequent validation on University with or without a reservation of a candidate by the University does not confer any right to further training.

of enrolment, also in the case of obtaining an entry visa, physical presence in the national territory, eligibility and/or actual awarding of scholarships/contributions of any kind, acceptance of the candidate under conditions in order to be able to begin teaching activities. For the purposes of enrolment, it will be necessary to verify the actual eligibility of the foreign qualification and the authenticity of the documentation produced. The formal check of the qualification will be carried out by the International Students Secretariat after payment of the first enrolment instalment and submission of the original of all the required documentation.

- e) **If the candidate intends to apply for recognition of previous careers, he/she** should check how and when to do so at the following link <https://www.unibo.it/it/didattica/iscrizioni-transfer-and-graduation/career-breaking>
- f) **If the candidate matriculates and requests a transfer** from another Italian university, he/she should consult this page <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-graduation/transfer-alluniversita-di-bologna>
- g) **If the candidate intends to change the course of study within the University of Bologna (Change of Course)**, he/she must check how to do so at the following link <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/cambiare-corso-di-studio-interno-universita-di-bologna/cambiare-corso-di-studio-interno-universita-di-bologna>
- h) **If the candidate wishes to apply for simultaneous enrolment in two courses of study, he/she** should consult the page <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-degree/Contemporaneous-enrolment-in-different-courses>
- i) **If the candidate has a civil invalidity certificate** equal to or greater than 66% or certification in accordance with Law 104/92, in order to be entitled to an exemption, he must send the certificate attesting to his condition to the email address of the Political Science student secretariat (segscpol@unibo.it). For information: <https://www.unibo.it/it/servizi-e-opportunities/study-bursaries-and-rebates/exemptions-and-incentives/exemptions-for-students-with-disabilities>

Activation of the career must take place no later than 28 February 2025 or it will be cancelled.

9.2. Candidates currently enrolled at another Italian university who intend to transfer

Successful candidates on the ranking list, **enrolled at another Italian university**, who intend to transfer, must

1. enrol in the new course by following the instructions in point 9.1, indicating the wish to transfer to the University of Bologna and pay the first instalment of the annual contribution fee by the peremptory deadline **of 3 June 2024**;
2. submit a transfer application to the university of origin within the deadlines set out therein.

N.B. It is possible to carry out teaching activities at the university of origin up to the time the transfer application is submitted. At the University of Bologna, the career will be active only after the course council has approved recognition and continuation of studies.

In addition to the instalment of the annual contribution for the new academic year, the candidate is also required to pay the specific transfer allowance, the amount of which will be published at <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/trasferirsi-alluniversita-di-bologna/transfer-alluniversita-di-bologna> and which the student office will request upon receipt of the documentation sent by the university of origin.

9.3. Candidates currently enrolled in other study courses at the University of Bologna (Passages)

Candidates with a positive ranking, **enrolled in another course of study at the University of Bologna**, who intend to change course, must

1. register for the new course by following the instructions in Section 9.1 and pay the first instalment of the annual contribution fee **by the peremptory deadline of 3 June 2024**;
2. **from 25 July 2024, and by the peremptory deadline of 10 September 2024**, fill in the course transfer application on Studenti OnLine, clicking on "Course transfer" and entering the data required by the procedure;
3. pay the passage allowance.

It will be possible to carry out teaching activities at the course of origin until the application for transfer is submitted, while at the course of destination the career will be active only after the course council has approved recognition and continuation of studies.

10. CLEARING PROCEDURES

The clearing procedure allows a number of candidates equal to the number of unfilled places after enrolment to be accepted according to the order of the ranking list.

Three clearing procedures are foreseen. The procedure consists of two stages:

PHASE 1 - EXPRESSION OF INTEREST IN RECOVERY

By the deadlines indicated in the [General Calendar](#) for each recovery, all candidates in 'Eligible' status placed in the ranking after the last of the winners, **if interested in the three clearing procedure must:**

1. **log on** to Students Online (www.studenti.unibo.it);

2. **express** their interest in being retrieved by clicking on the appropriate button, available in the admission test file only after the publication of the ranking list.

Candidates with an 'Ineligible', 'Absent' or 'Excluded' status are not eligible to take part in the clearing procedure.

Candidates who do not request to be retrieved according to the above-mentioned timeframe and modalities will be excluded from all subsequent stages of the procedure.

The clearing procedure is not automatic. One **must always declare one's interest in being retrieved.**

PLEASE NOTE: candidates who intend to take part in the second/third clearing procedure must also have taken part in the first/second; therefore, they are required to renew their interest, in accordance with the above procedures, on [Studenti OnLine](#). Otherwise, they will be excluded from the procedure.

Interest in the clearing procedure - once declared - is irrevocable and cannot be modified.

Candidates are admitted to the procedure solely on the basis of their position in the ranking list.

The list of those admitted to the clearing will be published on Studenti Online (www.studenti.unibo.it) within the deadlines set out in the [General Calendar](#) for each procedure.

The publication of the lists on Students Online is the only means of legal publicity on the outcome of the procedure.

PHASE 2 - REGISTRATION OF RECOVERED CANDIDATES

Those admitted to the remedial programme must register within the deadlines set out in the [General Calendar](#) for each remedial programme.

A. Candidates registering for the first time

Admitted candidates are required to enrol within the deadlines set out in the [General Calendar](#) for the relevant recovery, according to the procedure in section 9.1 above.

B. Candidates currently enrolled at another Italian university who intend to transfer

Recovered candidates, **enrolled at another Italian university**, who intend to transfer - within the deadline for the relevant recovery - must:

- Register for the new course by following the instructions in 9.1, indicating your university and degree course;
- pay the first instalment of the annual contribution fee;
- submit a transfer application to the university of origin within the deadlines set out therein.

C. RECOVERED candidates currently enrolled in other study courses at the University of Bologna (Transfers)

Recovered candidates **enrolled in another course of study at the University of Bologna** who wish to change course, within the deadline set for the relevant recovery, must

- Enrol in the new degree course by following the instructions in Section 9.1 and pay the annual contribution instalment;
- **from 25 July 2024 and by the peremptory deadline of 10 September 2024**, fill in the course transfer application on [Studenti OnLine](#), clicking on "PASSAGGIO DI CORSO" and entering the required data;
- pay the passage allowance.

11. FINAL NOTES

Any notices regarding changes to enrolment procedures will be published on the University Portal on the [Online Students](#) page.

FEES AND BENEFITS THAT CAN BE ACCESSED

Tuition fees and information on benefits and exemptions are published on the Portal of the University at www.unibo.it/Tasse.

The contribution is calculated progressively on the basis of the valid ISEE certificate only if it is submitted in the manner and under the terms contained in www.unibo.it/Tasse.

If no ISEE certificate is submitted, the maximum contribution for the course of study will be applied.

Information on other facilities can be found on the University Portal on page www.unibo.it/it/servizi-e-opportunita_

Information on benefits for the right to study is available in the notice published by the Azienda Regionale per il Diritto agli Studi Superiori at www.er-go.it.

Candidates enrolled on other courses of study, before transferring or transferring, must carefully consult the merit requirements for access to benefits, as indicated in the notice published on www.er-go.it, since their career, following transfer or transfer to the destination course, will be evaluated starting from the year they first enrolled at the university, regardless of the awards obtained or the year of the course to which they will be admitted. This may result in the loss of benefits.

WHICH OFFICES CAN BE CONTACTED

For questions and information of an administrative nature (e.g.: registration for the selection, deadlines, place retrieval, registration procedures, etc.), please contact:

Political Science Student Secretariat

email segscpol@unibo.it

To contact the secretariat see www.unibo.it/SegreteriaStudenti

For information on the course of study and the curricular and language requirements for admission, please contact:

Programme coordinator International Relations

Mail: didatticasociale.rilm@unibo.it

For information for international students or students with degrees obtained abroad (e.g. eligibility of foreign degrees for admission, pre-enrolment, visas and residence permits, financial benefits for international students, etc.):

International desk (Bologna)

Mail: internationaldesk@unibo.it

To contact the International Desk check the link

www.unibo.it/ContattiStudentiInternazionali

For information on enrolment of international students and students with foreign degrees:

International student secretariat, Bologna campus

Mail: segstudintbo@unibo.it

To contact the secretariat see www.unibo.it/SegreterieStudenti

For information on fees and benefits:

ABIS - Right to Study Sector - Student Contributions Office Mail:

ases.contribuzionistudentesche@unibo.it

For information of an IT nature (e.g. access credentials, data entry, use/ malfunctioning of application, IT difficulties, etc.):

Online student helpdesk

Phone +39 051 20.80.301 Mail:

help.studentionline@unibo.it

OFFICE CLOSURES

- 29 March 2024
- 26 April 2024
- 12 to 16 August 2024 (summer closure)

Any further extraordinary closures will be published on the University Portal (www.unibo.it).

The Italian language version of the notice is the authentic interpretation of the rules contained therein, also with regard to any disputes.

The information on the processing of personal data can be found at www.unibo.it/PrivacyBandiCds.

This notice, issued by executive order with the reference number shown in the header of the first page, is subject to the rules laid down in the Decree of the Ministry

of Universities and Research No. 1154 of 14 October 2021, and its subsequent amendments and additions, concerning the accreditation of study courses.

Appeals against the measure may be lodged with the competent Regional Administrative Court within 60 days of the publication of the call.

The person responsible for the administrative procedure is the Head of the Student Office – Political Sciences : Dr Angela Pugliese.