

DISCLAIMER: This is the English summary of the call for applications for the 2nd cycle degree in International Relations (RILM). For further information on admission and enrolment please consult the official call for applications published in Italian on the [website](#) of the programme.

**Admission procedure
for the International Relations Second Cycle Degree Programme
(Bologna Campus)**

Alma Mater Studiorum – University of Bologna
Admission to the academic year 2019/2020

Web site

<http://corsi.unibo.it/magistrale/relazioniinternazionali/Pagine/default.aspx>

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1. GENERAL INFORMATION

The official Call for Applications for the admission to the 2nd cycle Degree Programme in International Relations for the a.y. 2019/2020 was published in Italian on the 25 March 2019 as “*Bando per l’ammissione al Corso di Laurea magistrale a numero programmato in International Relations Cod.9084*”, and it is available on the [website](#) of the abovementioned degree programme. The present document is an unofficial English summary, which contains essential indications regarding the 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.

The degree program has five *curricula*:

- European Affairs (RILM-EUA) entirely taught in English,
- International Affairs (RILM-IA) entirely taught in English,
- Forecasting, Innovation and Change (RILM-FIC) entirely taught in English,
- International Criminology (RILM-IC) entirely taught in English,
- Crime, Justice and Security (RILM-CJS) entirely taught in English.

The admission and selection procedure is organised in **two separate rounds**, for all five curricula. For a detailed calendar with the deadlines relevant for both rounds, please see below.

PLACES AVAILABLE

There are in total 140 places available for the a. y. 2019/2020, of which:

- 120 places are reserved for the Italian citizens, EU citizens, and non-EU citizens with equivalent status;

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- 20 are reserved for non-EU citizens resident abroad.

In the **first selection round**, 50 places are designated for the Italian and EU citizens and non-EU citizens with equivalent status (A), while 10 are reserved for non-EU citizens, resident abroad (B). In the **second selection round**, 70 places are designated for the Italian and EU citizens and non-EU citizens with equivalent status (A), and 10 are reserved for non-EU citizens, resident abroad (B).

The places reserved for non-EU citizens remaining vacant after the selection will be distributed between the Italian and EU citizens and non-EU citizens with equivalent status. No clearing is envisaged after the first selection round, and a single clearing will be held after the second round.

N.B. In addition to applying for admission to the 2nd cycle Degree Programme in International Relations, non-EU citizens residing abroad should also comply with the terms and procedures to enrol in Italian Universities which are annually established by the Italian Ministry of Education, University and Research (MIUR) available at <http://www.studiare-in-italia.it/studentistranieri/>. In particular, they are required to promptly contact the Italian diplomatic representation in the country of residence for information on the procedures and deadlines for submitting the compulsory PRE-ENROLMENT APPLICATION and, upon completion of the pre-enrolment process, for obtaining a valid Italian visa for study reasons ("Enrolment/University"). For more information in English please visit the following website: <http://www.unibo.it/en/international/index.html>

Attention: non-EU citizens holding an Italian permit of stay for study reasons who have formally renounced the studies at the University of Bologna or at any other Italian University lose the right to stay in Italy. These candidates will have to return to their countries of origin and start the pre-enrolment procedure at the Italian diplomatic representation within the deadline annually established by the Italian Ministry of Foreign Affairs in agreement with MIUR and the Ministry of Interior. <http://www.studiare-in-italia.it/studentistranieri/>.

APPLICATION FEES:

In order to apply for the 2nd cycle Degree Program in International Relations candidates are requested to pay a €50.00 (fifty euro) fee (please see section 3 of the Call for Applications). Candidates that have been deemed eligible in the first round but have not entered the merit ranking can participate in the second selection round and do not have to pay the fee for participating therein.

ENROLMENT FEES:

For information on the enrolment fees please visit the following webpage: <http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-andexemptions/tuition-fees> as soon as they are available.

GRANTS, SCHOLARSHIPS AND OTHER BENEFITS:

For information on grants, scholarships and other benefits please visit the following webpages:

www.er-go.it , <http://www.unibo.it/en/services-and-opportunities/index.html>

Ufficio contribuzioni e-mail: abis.contribuzionistudentesche@unibo.it

CONTACTS:

- For technical issues regarding the online application and the upload of your documents please contact the Help Desk at: +390512099882 or write an e-mail to help.studentionline@unibo.it

- For information on administrative issues (e.g.: deadlines, enrolment procedures, fees, validity of your documents, stay permits, transfers, etc.) please contact Segreteria Studenti (Student Administrative Office) at: +39051209166 or write an e-mail to segscpol@unibo.it

- For general information on the 2nd cycle degree in International Relations and the call for applications write an e-mail to scienzepolitiche.vpbo.rilm@unibo.it

- If you are a Non-EU candidate and/or if you have a qualification obtained abroad read carefully the information on the website www.unibo.it/IscrizioniLaureaTitoloEstero.

The Italian Ministry of Education, University and Research (MIUR) every year establishes specific procedures for the admission of international students to Italian universities <http://www.studiare-in-italia.it/studentistranieri>

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CANDIDATES WITH DISABILITIES, INCLUDING LEARNING DISABILITIES:

If you are a student with a disability resulting in recognised invalidity of 66% or more, or if you have disability certification pursuant to Law 104/9 and Law 170/2010 you must also present a copy of the certificate attesting your condition. Please see the [webpage “Services for disabled students and students with specific learning disabilities”](#) for further details. The candidates with disabilities that are foreign nationals or are resident abroad should present the documents certifying their condition provided by the authorities of the relevant states, translated into English or Italian and certified by a notary. These documents, together with a Module of the adjustment request, should be submitted via Studenti Online when submitting an online application.

2. ADMISSION PROCEDURES AND REQUIREMENTS

REQUIREMENTS

There are two main requirements the candidates must satisfy to participate in the selection process:

A. Curricular requirement is satisfied by those who possess a First Cycle Degree from an Italian university among those listed below or an equivalent First Cycle Degree (B.A. or B.Sc.) from a non-Italian University which grants access to a Second Cycle Degree (M.A., M.Sc.) in the issuing country. In particular, Italian and foreign qualifications should belong to one of the following disciplinary fields:

L-5 Philosophy, L-6 Geography, L-11 Modern languages and civilisations, L-12 Linguistic mediation, L-14 Legal services, L-16 Administration and Organisation, L-18 Economics and Business Organisation, L-20 Communication, L-33 Economics, L-36 Political science and international relations, L-37 Peace studies, L-40 Sociology, L-41 Statistics, L-42 History, LMG-01 Law.

The access to the Degree Programme is also open to students in possession of a qualification in a different disciplinary field, on the condition that they have obtained at least **32 ECTS/CFU credits (credit hours)** in one or more of the following scientific-disciplinary sectors:

SPS/01 Political Philosophy; SPS/02 History of Political Doctrine; 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 Communicative Processes; SPS/09 Sociology of Economic Processes And Work; SPS/10 Sociology of The Environment and The Territory; SPS/11 Sociology of Political Phenomena; SPS/12 Legal Sociology, Deviation 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 Financial Sciences; SECS-P/07 Management Economics; SECS-P/12 Economic History; SECS-S/01 Statistics; SECS-S/03 Statistics for Economics; SECS-S/05 Statistics for Social Sciences; L-OR/10 – History of Islamic States; L-OR/23 – History of Eastern and South East Asia; L-OR/01 – History of Ancient Near East; M-STO/03 History Of Eastern Europe; M-STO/04 Contemporary History; M-DEA/01 – Demoeantropologic Disciplines, ING-INF/05 – Information Elaboration Systems, INF/01 – Informatics

The possession of requisite knowledge and skills by candidates presenting **foreign qualifications of degrees obtained prior to Ministerial Decree 509/1999** will be assessed by the Commission on the

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subject of the appropriateness of the qualification with respect to the expected curricular requirements.

If you are a student with an academic qualification obtained abroad, read carefully the information on the website www.unibo.it/IscrizioniLaureaTitoloEstero

The call for applications for the 2nd cycle Degree Programme in International Relations is also open to students that have not graduated yet, if they have already obtained at least **130 ECTS/CFU** by the time the application period closes (please refer to the deadlines chart for further information). Moreover, these students must graduate, achieve their B.A./B.Sc. degree and enrol in the 2nd cycle Degree Programme in International Relations (RILM) **by 19/12/2019**.

B. Linguistic requirement is the possession of B2 level or above of the English language (issued no more than 2 years prior to the application deadlines):

To proof the requisite knowledge of the English language, candidates should upload a copy of one of the following language certificates:

TOEFL computer-based – minimum 213 points,
TOEFL paper-based – minimum 550 points,
Cambridge FCE-B,
Trinity – ISE II,
Trinity GESE 8,
BEC – Business English Certificate Vantage,
BEC – Business English Certificate Higher,
CAE – Certificate of Advanced English,
CPE – Certificate of Proficiency in English
B2 English language certificate issued by the University Language Center.

For further information, please refer also to this web site:

<http://www.cla.unibo.it/idoneita-linguistica/equipollenza-dei-titoli-1>

Mother tongues, candidates who obtained a qualification in an English-speaking country or a qualification taught entirely in English, and candidates in possession of a IB (International Baccalaureate) Diploma, a high school diploma or a General Certificate of Education (GCE) obtained in English¹ are exempt from providing a language certificate.

Candidates who obtained at least 9 CFU² in the scientific-disciplinary sector L-LIN/12 – LANGUAGE AND TRANSLATION, ENGLISH LANGUAGE with an average grade of 24/30 are similarly exempted from providing additional certifications (the exam transcript indicating the relevant courses shall suffice).

In case the candidates have not uploaded a valid B2 level (or above) English language certificate during the registration and online application they must sit an English language exam at the University Language Center at the date indicated in the deadline chart. Please check the deadlines chart for accurate information on dates and venues.

N.B. For complete instructions on procedures and requirements please refer to the official call for applications available in Italian on the website of the 2nd cycle degree in International Relations.

¹ Subject to the condition that at least 50% of courses are taught in English.

² Excluding the pass/fail exams.

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PROCEDURE

All candidates must apply within the deadlines specified in the calendar and following the procedure below:

1. Go to **Studenti Online** on the website www.studenti.unibo.it and create an account clicking on: “Se non sei ancora registrato (Not registered)” or, if you have already registered, enter your username and password to access the online service and read step 3;
2. Fill in all mandatory fields. Non-Italian students who do not hold an Italian Tax ID (“codice fiscale”) have to click on “International student’s registration” and follow the instructions to create an institutional User ID and Password. After the first access it is necessary to create a personal password. It is important to remember one’s User ID and Password, as they will be always requested to access your personal profile on www.studenti.unibo.it.
3. Click on “Entrance exams or requirements check” (Prove di ammissione) button. Select “Second cycle degree programme” (Laurea Magistrale) and click on “Next”, then select "**Concorso International Relations - RILM**"
4. Complete all the steps and upload all the documents requested (all documents should be in the pdf format) and pay the call fee, €50.00 (fifty euros). The fee can be paid online by means of a debit and credit card: Visa, MasterCard, Diners, American Express, or in any Unicredit Bank in Italy using the payment code which is automatically generated after the candidate has completed the application. The fee is not subject to refund under any circumstances.

During the submission of the application, the candidate should indicate the preference for the one of the five *curricula*, however, this preference is not binding, as the candidate may, during the enrolment, confirm the choice of curriculum or modify it.

ATTENTION: Once the enrolment has been completed, the chosen *curriculum* cannot be changed.

Only candidates who have completed the registration and have paid the relative contribution within the terms and according to the methods described above are admitted to the selection.

List of the documents that candidates must upload for the application:

1. The **Self-Certification** of the Curricular Requirements, which must be filled in all its parts and signed by hand (to be downloaded from Studenti Online once registered).
2. **Curriculum vitae** with a handwritten signature;
3. Copy of a valid **ID** or passport.
4. **Full transcript of all exam (with scores, ECTS/credits and field – SSD) and graduation mark** (in case the candidate has already graduated). Italian and EU candidates, as well as equivalent status candidates must complete and upload the Self-Certification of their Degree (it must contain the handwritten signature of the candidate). Non-EU candidates residing outside the EU must upload the official certificates (**transcript of records**).
5. **A valid B2 (or above) certificate of English language** (issued no more than 2 years prior to the application deadline): TOEFL - computer-based – of at least 213 points; TOEFL - paperbased - of at least 550 points; FCE-B; Trinity Integrated Skills II; Trinity GESE 8; BEC -

Business English Certificate Vantage; BEC - Business English Certificate Higher; CAE - Certificate in Advanced English; CPE - Certificate of Proficiency in English; a B2 level certificate in English released by a University Language Centre; a certificate showing that the B.A. or the B.Sc. was achieved in an English-speaking university; a certificate showing that the B.A. or the B.Sc. was taught entirely in English; having achieved at least 9 ECTS/CFU in SSD L-LIN/12 (English language and English linguistics) (Please refer to Section 3 of the Call for Applications).

6. Transcript of Records (with scores, ECTS/credits and field -SSD obtained on Erasmus mobility), **only for students who have not graduated and have obtained 130 ECTS credits.**
7. Copy of **stay permit** (“permesso di soggiorno”), if the candidate already possesses it.
8. **Application form** for adjustments for candidates with disabilities

N.B. Make sure to have attached all documents requested by the admission procedure. Incomplete applications and/or applications lacking the obligatory academic qualifications shall not be considered valid.

DEADLINES

FIRST ROUND	
Submission of applications	01/04/2019, from 15.00 ECT, to 30/04/2019
Publication of results of verification of the possession of the curricular requirements and linguistic requirement of English B2 level	08/05/2019
Publication of the list of candidates that must sit the English B2 level test.	
B2 English language test (only for candidates that have not presented a valid English language certificate)	15/05/2019 at 9.30 ECT at University Language Center (Centro Linguistico d’Ateneo, CLA), Lab C, via Filippo Re, 2/II
Publication of the ranking list of candidates selected.	30/05/2019, from 13.00 ECT
Opening of enrolment for accepted candidates	
Closing date for enrolment for accepted candidates	11/06/2019

SECOND ROUND	
Submission of applications	27/05/2019, from 15.00 ECT, to 27/06/2019

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Publication of results of verification of the possession of the curricular requirements and linguistic requirement of English B2 level	09/07/2019
Publication of the list of candidates that must sit the English B2 level test.	
B2 English language test (only for candidates that have not presented a valid English language certificate)	17/07/2019, at 09.00 ECT at University Language Center (Centro Linguistico d'Ateneo, CLA), Lab C, via Filippo Re, 2/II
Publication of the ranking list of candidates selected.	29/07/2019
Opening of enrolment for accepted candidates	
Closing date for enrolment for accepted candidates	02/09/2019
Communication of the number of the places remaining vacant. Starting date for expression of interest in the clearing procedure.	09/09/2019
Closing date for expression of interest in the clearing procedure	12/09/2019
Publication of the list of accepted candidates. Starting date of the enrolment for candidates accepted after clearing.	16/09/2019
Closing date for enrolments or transfers of the candidates accepted after the first clearing	23/09/2019

3. SELECTION CRITERIA AND EVALUATION

Candidates who satisfy the above two requirements are held eligible for further selection for the purposes of the merit ranking. Following the initial eligibility check, candidates are awarded a score based on the academic qualifications, linguistic capacities and personal preparation.

The list of candidates eligible for the selection will be published on www.studenti.unibo.it on 08/05/2019 (for the first round) and on 09/07/2019 (for the second round).

It is possible to participate in one selection only. Candidates not considered eligible during the first selection round cannot apply during the second round.

SELECTION PROCEDURE

Each selection takes place in two phases:

Phase 1: Evaluation of the CV and academic qualifications submitted during the registration phase aimed at ascertaining the possession of the curricular requirements, as per Art. 1 of the Academic Regulations of the Degree Program and with the criteria illustrated below.

Phase 2 (if any): only in cases where the Commission deems it necessary to make an in-depth assessment of the qualifications submitted in order to verify the actual consistency with the objectives of the Second Cycle Degree Program in International Relations. **This evaluation should not be intended as an interview and does not result in the attribution of points.**

DETAILS ON EVALUATION OF ADMISSION REQUIREMENTS

Phase 1: The evaluation of the curricular and linguistic requirements involves the attribution of a score calculated according to the following criteria:

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

The score is calculated according to the following formula:

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

A penalty is applied to those who have earned less than 150 credits according to the following formula:

$$[(\text{Weighted average} - 18) \times 40 / 11.5] - [(150 - \text{ECTS/CFU obtained}) \times 0.2]$$

b) Coherence of ECTS credits obtained in various Scientific Disciplinary Sectors: up to 20 points

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

SPS/01 POLITICAL PHILOSOPHY

SPS/02 HISTORY OF POLITICAL DOCTRINE

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 COMMUNICATIVE PROCESSES

SPS/09 SOCIOLOGY OF ECONOMIC PROCESSES AND WORK

SPS/10 SOCIOLOGY OF THE ENVIRONMENT AND THE TERRITORY

SPS/11 SOCIOLOGY OF POLITICAL PHENOMENA

SPS/12 LEGAL SOCIOLOGY, 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

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SECS-P/02 ECONOMIC POLICY

SECS-S/01 STATISTICS

SECS-S/05 STATISTICS FOR SOCIAL SCIENCES

M-STO/02 MODERN HISTORY

M-STO/03 HISTORY OF EASTERN EUROPE

M-STO/04 CONTEMPORARY HISTORY

M-FIL/03 MORAL PHILOSOPHY

M-FIL/06 HISTORY OF PHILOSOPHY

- c) **Other curricular experiences** (study periods abroad, additional linguistic certifications, internships, work experience or volunteering, e. g. internships abroad): up 40 point, divided accordingly:

Foreign qualifications, beyond/additional to curricular requirements (up to 10 points): if obtained in a state different of that of residence or nationality – up to 10 points;

Studying abroad (up to 10 points): Erasmus – up to 5 points, Overseas – up to 5 points;

Work and volunteering experience of relevance, in Italy or abroad (up to the total of 10 points): internship – up to 5 points, volunteering – up to 5 points, work experience – up to 5 points;

Foreign languages (up to 10 points): English C1 and above – up to 5 points, other languages: B1 – up to 2 points, B2 – up to 3 points, C1 and above – up to 5 points.

3. RANKINGS

A candidate who possesses the curricular requirements, the knowledge and linguistic skills required and obtains a score greater than or equal to **50/100** is considered eligible and included in the merit ranking. Candidates not considered eligible cannot enrol. In case of equal scores, priority is given to the younger candidate. Candidates placed on the ranking list can enrol until all available positions are taken.

The merit ranking will be published on www.studenti.unibo.it on **30/05/2019 from 13.00 ECT** (first round) and **29/07/2019** (second round).

4. ENROLMENT

In order to complete the enrolment process, selected candidates must, within the enrolment deadlines specified by the calendar (**from 30/05/2019 to 11/06/2019** for the first selection round, and **from 29/07/2019 to 02/09/2019** for the second selection round)

- Go to **Studenti Online** on the website www.studenti.unibo.it, by using the User ID and password obtained during the on-line application procedure.
- Select “Registration/Immatricolazioni”, then “Second cycle degree programme” and finally “International Relations – Curriculum European Affairs or International Affairs or Forecasting, Innovation and Change, International Criminology or Crime, Justice and Security ”

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- Fill in the modules with the requested data, print and sign the enrolment form containing the self-certification of the B.A. or the B.Sc. degree. In case of false declarations punished by Art. 496 of the Italian Penal Code, the candidate loses the right to enrol and any related benefits, together with the right to any reimbursement of the payments made.

- Pay the first instalment of the annual tuition fee, or the entire annual tuition fee, according to the methods indicated at www.studenti.unibo.it.

It is necessary to hand in or send the documents to Student Administration Office (Segreteria Studenti) of Political Sciences,

- by registered mail to: Segreteria Studenti di Scienze Politiche – Via Zamboni, 33, 40126, Bologna (BO), Italy;
- by e-mail at segspol@unibo.it (please use your institutional e-mail address @studio.unibo.it);
- by fax at +390512086228

For further information and in case of problems during the enrollment, please contact the Student Administration Office / Segreteria Studenti of Political Sciences.

ENROLMENT OF CANDIDATES SELECTED IN THE CLEARING PROCEDURE

In cases of places remaining vacant after the first round, they are rendered available in the second round. Should there be vacant places after the second round, the clearing procedure will be held. **Clearing procedure** is possible **only after the second selection round**.

PHASE 1 - DECLARATION OF INTEREST IN CLEARING PROCEDURE

On **09/09/2019** the number of positions still available at the end of the enrolment will be published on www.studenti.unibo.it

Starting from that day, and no later than **12/09/2019**, all eligible candidates placed in the ranking, if interested in clearing procedure, must:

1. Go to www.studenti.unibo.it and authenticate by entering your username and password;
2. Express their interest by clicking the button, available in the section on the details of the admission only after the publication of the ranking list.

The list of candidates admitted after the clearing procedure will be published on www.studenti.unibo.it on **16/09/2019**.

PHASE 2 – ENROLMENT

From the date of publication of the list, the admitted candidates are required to proceed with the enrollment by **23/09/2019**.

NB: Students enrolled under condition, by 19/12/2019 must communicate, by mail to segscpol@unibo.it or by fax to +39 051 / 20.86.228 to the Student Administration Office of Political Sciences, the acquisition of the first level qualification. The Student Administration Office will promptly carry out the appropriate checks. Candidates who do not obtain the title by that date will be immediately excluded from the competition procedure, even if they are placed in the merit ranking lists and already enrolled.