



ALMA MATER STUDIORUM | AREA
UNIVERSITÀ DI BOLOGNA | DI CAMPUS DI FORLÌ

Call for applications to the Master's Degree (Laurea Magistrale)
with restricted access in in

INTERPRETING

CLASS LM-94 – Specialized translation and interpreting
CURRICULUM “INTERPRETING AND TECHNOLOGIES FOR
COMMUNICATION”

(course code: 6057)

Course website

<https://corsi.unibo.it/magistrale/Interpretazione>

Academic year 2024/25

This is an English courtesy translation of the original documentation prepared in Italian. Only the original version in Italian has official status and legal value.

INDEX

1 – GENERAL INFORMATION AND EXAM SCHEDULE.....	3
1.1. <i>Places available for the curriculum “INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION”</i>	3
1.2. <i>General calendar</i>	4
1.3. <i>Transferability of previous academic careers</i>	5
2 – ADMISSION REQUIREMENTS	6
3 –HOW TO APPLY.....	8
3.1. <i>Applying on Studenti Online</i>	8
3.2. <i>How to apply for non-EU citizens residing out of Italy</i>	9
4 – REQUEST FOR ADAPTATIONS FOR CANDIDATES WITH DISABILITIES OR SLDs	9
5 – ENTRANCE EXAM AND EVALUATION CRITERIA	11
5.1. <i>The entrance exam</i>	11
5.2. <i>Evaluation criteria</i>	12
5.3. <i>Rankings</i>	13
6 – PUBLICATION OF RANKINGS.....	13
7 – ENROLMENT.....	14
7.1. <i>Candidates enrolling for the first time</i>	14
7.2. <i>Candidates currently enrolled in another Italian University planning to transfer</i>	17
7.3. <i>Candidates currently enrolled in another degree programme at the University of Bologna (Transfers or optional transfers)</i>	17
8 – SECOND ENROLMENT PHASE	19
9 – FINAL NOTES	21

1 – GENERAL INFORMATION AND GENERAL CALENDAR

Starting from the a.y. 2024/2025, the Master's Degree Course in "*Interpreting*", class LM-94 – Specialized translation and interpreting, has **TWO CURRICULA**:

- **Curriculum "INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION" (INTECO)**, 15 places. The present call for applications refers to this curriculum only;
- **Curriculum "CONFERENCE INTERPRETING" (CONFINT)**, 32 places. You will find a separate call for applications relating to this curriculum.

The curriculum "**INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION**" is taught in English and in a blended mode. The first semester of the first year is taught on-campus, whereas the following three semesters are taught online, partly on asynchronous e-learning platforms. The final project is then discussed during a viva voce that takes place on campus. Subjects include distance and technology-mediated interpreting, applied Italian and English linguistics, and the creation and adaptation of multimedia texts for corporate and institutional communication.

The curriculum "**CONFERENCE INTERPRETING**" is taught in Italian and fully in-person. Its subjects include language classes and interpretation between Italian and the languages chosen as Language B and Language C. It also includes educational activities in linguistics, interpreting theory, institutional communication, and methods and technologies for interpreting.

The degree that will be awarded for both curricula is the master's degree in "*Interpreting*", class **LM-94**.

Upon request, the Administrative office (Segreteria studenti) can certify the curriculum followed.

Candidates may apply for selection in both curricula, applying according to the procedures and deadlines set forth in the respective calls for applications and by paying the application fee for each curriculum.

Information regarding the course of study and its curricula (educational objectives, regulations, admission requirements, syllabi, information and contacts, etc.) is available on the course website: <http://corsi.unibo.it/Magistrale/Interpretazione>.

1.1. *Places available for the curriculum "INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION"*

For the academic year 2024/2025, **15 places** are available for the Curriculum INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION, divided as follows:

- **5 places** for "Italian or EU nationals and equivalents" who have obtained or are about to obtain their BA in an Italian University or similar institution (Italian BA);
- **5 places** for "Italian or EU nationals and equivalents" who have obtained or are about to obtain their BA in a University or similar institution outside of Italy (non-Italian BA);
- **5 places** for "Non-EU nationals with residency outside of Italy".

Please refer to www.unibo.it/studentiinternazionali to check if you fall within "Italian or EU nationals and equivalents" or "Non-EU nationals with residency outside of Italy".

If the places reserved for “non-EU nationals with residency outside of Italy” are not filled, vacant places will be made available to “Italian or EU nationals and equivalents with a non-Italian BA”, and the final rankings will be drafted accordingly.

If the places reserved for “Italian or EU nationals and equivalents with a non-Italian BA” are not filled, vacant places will be made available to “Italian or EU nationals and equivalents with an Italian BA”, and the final rankings will be drafted accordingly.

1.2. General calendar

The deadlines in the following **GENERAL CALENDAR** are strictly final and non-negotiable.

PHASES	DEADLINES
1. Submission of application for the entrance exam	11 June 2024, 13:00 CEST
2. Results of CV screening published for language of choice, and for candidates who do not meet the curricular requirements	21 June 2024
3. Entrance exam schedule published, and links sent out	24 June 2024, 18:00 CEST
4. Entrance exam	28 June 2024
5. Results of entrance exam (Rankings) published / First enrolment phase begins	19 July 2024, 18:00 CEST
6. First enrolment phase ends (including transfers and optional transfers). Candidates who by this deadline have not yet obtained an undergraduate degree are allowed enrol CONDITIONALLY , provided they have obtained at least 150 CFUs and/or have finished their exams and have yet to submit their final dissertation to obtain their undergraduate degree	26 July 2024
7. Declaration of interest for the second enrolment phase	From 19 July 2024, 18:00 CEST, to 26 July 2024

PHASES	DEADLINES
8. List of applicants on waiting list who can enrol is published / Second enrolment phase begins	30 July 2024
9. Second enrolment phase ends (including transfers and optional transfers). Candidates who by this deadline have not yet obtained an undergraduate degree are allowed enrol CONDITIONALLY, provided they have obtained at least 150 CFUs and/or have finished their exams and have yet to submit their final dissertation to obtain their undergraduate degree	6 August 2024
10. Additional enrolment phase to fill any vacancies. Candidates who by this deadline have not yet obtained an undergraduate degree are allowed enrol CONDITIONALLY, provided they have obtained at least 150 CFUs and/or have finished their exams and have yet to submit their final dissertation to obtain their undergraduate degree	From 26 August 2024 to 21 November 2024
11. Deadline for graduation (undergraduate degree) for candidates who have enrolled conditionally	30 December 2024

It is important to consult on a regular basis:

2. the **Studenti Online** portal at www.studenti.unibo.it,
3. Your Unibo inbox: firstname.lastname@studio.unibo.it at www.unibo.it/en/services-and-opportunities/online-services/my-email/my-email, as this is the only direct way for the Master's Degree administrative staff to get in contact with candidates regarding rankings, waiting lists, enrolment etc.

1.3. Transferability of previous academic careers

If you are currently enrolled in another Italian University or in a different postgraduate course of the University of Bologna, and are planning to transfer your academic career to the Master's

degree course in Interpreting, **you still have to go through the selection process as set out in the general calendar and in the other provisions of this Call for applications.**

If you intend to apply for the recognition of previous second-cycle studies because you hold an Italian or foreign master's degree, or because you have studied abroad without obtaining a degree (because you have renounced or forfeited your studies, or for concurrent enrolment in another master's degree), **you still have to go through the selection process as set out in the general calendar and in the other provisions of this Call for applications** (see section 7 for more details). Please note that in the academic year 2024/2025, only the first year of the INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION curriculum of the Master's Degree in Interpreting (class LM-94, course code 6057) will be activated. Therefore, if you pass the selection to this curriculum, you may apply for the recognition of credits, but you will be still be admitted to the first (not the second) year.

2 – ADMISSION REQUIREMENTS

To be eligible for selection for the curriculum “INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION” (INTECO) of the Master's degree course in *Interpreting*, class LM-94, candidates must:

- pass the entrance exam with a score ranking them among the top candidates in the respective categories ([section 1.1](#));
- Hold, or be about to obtain, a degree in one of the following classes, or OTHER qualification OBTAINED ABROAD recognised as eligible, subject to verification:

ex D.M. 270/04:

- classe L-11: LINGUE E CULTURE MODERNE
- classe L-12: MEDIAZIONE LINGUISTICA

ex D.M. 509/99:

- classe 3: SCIENZE DELLA MEDIAZIONE LINGUISTICA
- classe 11: LINGUE E CULTURE MODERNE

Previously available 4-years Italian degrees:

- “Traduzione e in Interpretazione”
- “Traduttore e Interprete”
- “Lingue e Letterature straniere moderne”.

If you have or are about to obtain an undergraduate degree that is not mentioned above, including any degree obtained outside of Italy, please attach to your online application the documents listed under section 3 of this call, and your degree will be screened by the entrance exam commission. If it is deemed eligible, you will be allowed to participate in the entrance exam. Information on eligible candidates will be published on [Studenti Online](#) at www.studenti.unibo.it, in the details of your application, on **21 JUNE 2024**.

In addition, for the curriculum “INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION”, every candidate will have their proficiency level for their language of choice (other than English and Italian) screened by the entrance exam commission. You will need to upload to Studenti Online an official language certificate for this further language. The language certificate does not need to be recent, but it must certify a level of C1 or above of the CEFR, or equivalent levels of non-CEFR certification systems. If certification is unavailable for your language of choice, you will need to upload to Studenti Online a personal language history that will be screened by the entrance exam commission. If it is deemed eligible, you will be allowed to participate in the entrance exam. Information on eligible candidates will be published on **Studenti Online** at www.studenti.unibo.it, in the details of your application, on **21 JUNE 2024**.

Please see section 3 of this call for applications for more details about the documentation to be produced.

- Have the following language proficiency requirements: **for English and one additional language (except Italian) the minimum requirement is level C1 of the CEFR** (Common European Framework of Reference for languages), or its equivalents in non-CEFR certification systems. **For Italian, the minimum requirement is level B2 of the CEFR.**

The entrance exam will test your your listening comprehension skills and your ability to produce a clear summary of audiovisual texts, both in **English and Italian**. Please do not provide any certificate or personal language history for these two languages, as your proficiency levels will be deemed sufficient for the purposes of this selection if you reach the minimum threshold for eligibility as set forth in section 5 of this Call for applications.

For your **additional language of choice** other than English and Italian, please upload to Studenti Online appropriate documentation (an official language certificate or, if certification is unavailable, a personal language history) testifying to your proficiency level being at least equivalent to C1 of the CEFR (see previous point). You will not be allowed to take the entrance exam if you do not provide a language certificate or a personal language history. An optional template for Personal language histories may be downloaded from <https://corsi.unibo.it/2cycle/Interpreting/how-to-enrol>.

- Candidates who, at the deadline for enrolling in the entrance exam (15 January 2024, 13 CET), **have not yet obtained the academic degree required for access**, are nonetheless eligible to take the exam.

Successful candidates and candidates on the waiting list who have not yet obtained their degree can **conditionally enrol** on due dates for enrolment, provided they have obtained at least 150 CFUs and/or have finished their exams and have yet to submit their final dissertation to obtain their undergraduate degree. They must then obtain the academic title required for access and complete their enrolment **by 30 December 2024**.

Failing this, students will be excluded from the Master's degree course.

3 –HOW TO APPLY

3.1. Applying on Studenti Online

To apply for the entrance exam of the curriculum “INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION” of the Master’s degree course in *Interpreting*, between the publication of the present call and before **11 June 2024, 13:00 CEST**, candidates must:

- **Login to Studenti Online (www.studenti.unibo.it) using their SPID (digital identity) or CIE (electronic ID card).** The system will automatically retrieve personal data from the SPID account and create the University credentials (username firstname.lastname@studio.unibo.it and its password) and an email account.
International students without an Italian ID may log in using their **University of Bologna credentials**; go to www.studenti.unibo.it, choose "REGISTER" and then "INTERNATIONAL STUDENTS REGISTRATION".
- **Apply for selection:**
 - Click on the “ADMISSION APPLICATION” button;
 - select “SECOND CYCLE DEGREE PROGRAMME”, then “INTERPRETING – CURRICULUM INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION (INTECO)”;
 - **declare one additional language (except English and Italian) in which they have a proficiency level of at least C1 of the CEFR, or equivalents in non-CEFR certification systems;**
- Pay the **€ 50 fee** through the PagoPA platform, following the instructions on **Studenti Online (www.studenti.unibo.it)**.
This payment is non-refundable.
Registration for the exam is only valid after the fee has been paid.
- Upload the following as .pdf files:
 - a) **appropriate documentation (an official language certificate or, if certification is unavailable, a personal language history) testifying to their proficiency level of their additional language (except English and Italian) being at least equivalent to C1 of the CEFR, or equivalents in non-CEFR certification systems. An optional template for Personal language histories may be downloaded from <https://corsi.unibo.it/2cycle/Interpreting/how-to-enrol>.** This documentation about the additional language is MANDATORY.
 - b) **ONLY if the candidate has or is about to obtain a non-Italian undergraduate degree, or an Italian undergraduate degree that is not mentioned in the list provided under section 2 of the present call:** self-certification of exams taken and their marks (Italian BA), or original certificate stating the degree that they are to obtain abroad, as well as original transcript of exams with grades and credits. Should these documents not be in one of the languages of the Master's degree course, they must be officially translated into Italian. Students holding or about to obtain an undergraduate degree of the University of Bologna may request the relevant data be obtained from the University’s database, or attach the self-certification they can download from **Studenti Online**. Candidates holding or about to

obtain an undergraduate degree that is listed among the “curricular requirements” under [section 2](#) of this call **SHALL NOT ATTACH ANY DOCUMENTATION IN THIS RESPECT**;

- c) **ONLY for non-UE candidates**: a copy of the residence permit (mandatory for non-EU citizens with equivalent status);
- d) **ONLY for candidates with disabilities or SLDs**: if relevant, a request for adaptations (see [section 4](#)).

Only candidates who apply within the deadlines and following the instructions set out above, and pay the fee within the deadline, will be admitted to the entrance exam.

For online assistance in signing up to the entrance exam, candidates are asked to contact the **Studenti Online Help Desk** at +39 051 2080301 during their operating hours, or by e-mail at help.studentionline@unibo.it.

3.2. How to apply for non-EU citizens residing out of Italy

Additionally to applying for the entrance exam of the curriculum “INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION” of the Master’s degree course in *Interpreting* by **11 June 2024, 13:00 CEST**, as set out in the previous section 3.1., non-EU candidates residing out of Italy must, under the provisions of the Italian Ministry of University and Research (MUR) published on www.university.it/studenti-stranieri:

- Hold an undergraduate degree granting access to Italian University second-cycle degrees;
- Apply for pre-enrolment on www.university.it. Only one degree course may be chosen that accepts international students.

For more details, see:

www.unibo.it/iscrizioniLaureaMagistraleTitoloEstero

www.unibo.it/iscrizioniStudentiNonUE

<https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/studenti-internazionali-come-prepararsi-alliscrizione> .

N.B.: Non-EU candidates with a study visa who formally dropped out of university lose their eligibility to stay in Italy, leading to revocation of the visa; these candidates will have to go back to their home countries and start the pre-enrolment procedure through the competent Italian Diplomatic Representatives via the www.university.it portal. Relevant deadlines are defined every year and published on the website <http://www.studiare-in-italia.it/studentistranieri/>.

4 – REQUEST FOR ADAPTATIONS FOR CANDIDATES WITH DISABILITIES OR SLDs

Candidates who, based on the entrance exam described in section 5 of this call, wish to request adaptations, may do so by the enrolment deadline (**11 June 2024, 13:00 CEST**).

Possible adaptations are:

- additional time (30% extra time for candidates with SLD, other LD or illness; 50% extra time for candidates with legally recognised disability and/or handicap according to Act/L. 104);
- assistance during the exam with tools such as reading and writing assistants and other supports, to be evaluated on a case-by-case basis.

A list of possible adaptations can be found in the form.

In the case that the relevant aid that a candidate requires is unavailable, an alternative solution will be identified that guarantees equal opportunities to the candidate.

The procedure for requesting adaptations is as follows:

- Access Studenti online (<https://studenti.unibo.it/sol/welcome.htm>) and enrol for the exam.
- Fill out the Adaptation request form that can be downloaded from the website (in the section relating to the enrolment procedure), save it to PDF format and upload it to the relevant section.
- Upload all the relevant documents:
 - SLD diagnosis (Act/L. 170/2010) issued by the National Health Service or by a private Health Centre recognised and licensed by the State. Documents must date back not more than three years, or have been issued after the candidate's 18th birthday.

In view of the Covid Emergency, requests of candidates with Special Needs or Specific Learning Disability (SLD) will be accepted also if their documents (as defined in Act n. 170/2010) are older than three years. The University administration may require that the missing documents are provided at a later date, after enrolment. For more details visit: <https://site.unibo.it/studenti-con-disabilita-e-dsa/en/for-students/certifications-required-for-students-with-sld>

- Certification of a different specific learning disorder issued by a practitioner recognised by the national health authority.
- Certification of handicap according to Act/L. 104/92.
- Legal certification of recognised disability.
- Certification of an illness that may affect the candidate's temporary ability to study (for health conditions that may lead to certain specific needs during the entrance exam).

The documentation must be clear and include all the information needed to evaluate the specific needs of the candidate.

Please note: If candidates possess certificates according to Law No. 104 as well as any other medical documentation, they are advised to include both in the application.

Candidates with Special Needs or SLD living outside of Italy who wish to request special arrangements must provide the relevant documentation issued by their home State. All documents must be legalised and translated into Italian or English by a sworn translator.

The relevant University Office will determine the equivalent disability according to the Italian legislation.

PLEASE MAKE SURE THAT THE REQUEST FOR ADAPTATIONS AND ALL THE RELEVANT MEDICAL DOCUMENTATION HAVE BEEN UPLOADED BEFORE COMPLETING THE ADMISSION APPLICATION.

All documentation is evaluated by the Office for Students with disabilities and SLD. Should documents be missing or unreadable, further documentation will be requested by e-mail to the candidate's address @studio.unibo.it, and must be sent back by the deadline set in the email. Candidates who do not follow the procedure set out in this call, or who do not provide by the deadline further documentation as requested by the Service for students with disabilities and with SLD, will not be granted the required adaptations.

Candidates will receive by notice of the special arrangements granted via an e-mail from the Student Administration Office.

For clarifications on the adaptation request procedure, please contact the Service for students with disabilities and students with SLD by e-mail: ases.adattamentiammissione@unibo.it.

5– ENTRANCE EXAM AND EVALUATION CRITERIA

5.1. *The entrance exam*

The entrance exam will take place **online** on **FRIDAY, 28 JUNE 2024**.

Candidates will be made aware of the times at which they will need to connect to take the exam through the publication of the EXAM SCHEDULE ON Students Online at www.studenti.unibo.it (in the application detail), as the sole official notice, and also on the website <http://corsi.unibo.it/magistrale/Interpretazione> by Monday, June 24, 2024 at 18:00 CEST.

At the same time as the calendar is published, links and instructions to connect will be sent out to the e-mail address firstname.lastname@studio.unibo.it (generated when registering for the exam).

IMPORTANT: The DIT (Department of Interpreting and Translation) is responsible for its own side of connection quality, but not for the candidate's connection and exam conditions. Candidates must have a computer with a webcam, a headset with a microphone (preferably with USB connection) and a stable connection.

The purpose of the entrance exam is to assess candidates' listening comprehension, summarizing and oral production skills in Italian and English, according to the evaluation criteria set out in section 5 of the Call for applications. The exam has TWO PARTS:

- In PART 1 candidates will listen to and watch an Italian audiovisual text that is between 3 and 4 minutes long, and then summarize orally its content into English.
- In PART 2 candidates will listen to and watch an English audiovisual text that is between 3 and 4 minutes long, and then summarize orally its content into Italian.

A candidate who takes only one parts of the entrance exam will be ineligible for admission, and the part of the exam they have taken will not be evaluated.

All parts of the exam involve the recording of the candidate's voice, in addition to his or her visual and biographical identification.

Candidates may not leave the virtual classroom or stop sharing audio or video on their own initiative. They will have to remain in the virtual classroom until they are asked to leave by the invigilators.

Candidates are admitted to the entrance exam only if they have a valid identity document in accordance with Italian Presidential Decree 445/2000.

Under Italian Presidential Decree 445/2000, valid documents include identity cards, passports, driver's licenses, nautical licenses, pension booklets, licenses to operate thermal/HVAC equipment, gun licenses, identification cards, provided they have a photograph and stamp or other equivalent marking, issued by a State Administration.

The Commission, nominated by the Department Council and composed of at least 3 official members (and possible substitutes) chosen amongst faculty members teaching in the Master's Degree, guarantees that the exam procedures are carried out correctly.

The Commission will check the identity of each candidate by checking the details on the identity document that the candidate will show before taking the exam against those provided by the candidate upon applying for the exam.

Candidates are therefore asked to have at hand the same document uploaded when signing up for the exam.

The entrance exam will take place regardless of how many candidates sign up for it..

Before the entrance exam, candidates will be read precise instructions on how to take the exam. During the exam, candidates are not allowed to communicate with or try to contact other people, except for the invigilators or the Commission members.

5.2. Evaluation criteria

The general evaluation criteria are as follows:

- for **PART 1 (from Italian into English)**: ability to select key information; ability to summarize it into a target text that is consistent with the original; ability to produce a comprehensible and fluent, formally adequate, internally well-organized and cohesive target text;
- for **PART 2 (from English into Italian)**: ability to select key information; ability to summarize it into a target text that is consistent with the original, using a language that can be easily understood by the listener.

Both parts 1 and 2 will be given up to **30 points each**, totalling a maximum score of **60 points**.

To be deemed **ELIGIBLE**, a **minimum score of di 10 points out of 30** must be reached in each part.

If the minimum score of di 10 points out of 30 is not reached for PART 1, PART 2 will not be evaluated and marked.

5.3. Rankings

Only candidates who reach the minimum score set out above for Part 1 and Part 2 will be **ELIGIBLE**.

The ranking of eligible candidates is obtained by adding the score for Part 1 to the score for Part 2.

The highest ranking candidates (based on the sum of their Part 1 + Part 2 scores), within the number of places available for each student category, have a right to enrol with the curriculum “INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION” of the Master’s degree course in Interpreting during the first enrolment phase.

Any candidate who has not reached the minimum score set out above for Part 1 and/or Part 2 will be **NON-ELIGIBLE**.

The ranking of non-eligible candidates is obtained by:

- a) adding the score for Part 1 to the score for Part 2, if the candidate has reached the minimum score of 10 out of 30 for Part 1;
- or
- b) counting only the score for Part 1, if the candidate has not reached the minimum score of 10 out of 30 for Part 1.

In the final rankings, all ELIGIBLE candidates are ranked above NON-ELIGIBLE candidates.

In the case of a tie, priority will be given to the younger candidate. If two candidates have the same score and the same date of birth, priority will be given to the candidate who has the higher graduation mark. To this aim, if either one of the candidates or both hold a non-Italian undergraduate degree, they will be asked to send in a declaration or a Diploma Supplement bearing the Italian equivalent of their original graduation mark, or alternatively, the original graduation mark accompanied by the evaluation scale. Should this not solve the tie, priority will be given to the candidate who applied earliest for the entrance exam.

Only ELIGIBLE candidates can be admitted to the curriculum “INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION” of the Master's Degree in *Interpreting*, class LM-94.

6 – PUBLICATION OF RANKINGS

Once the entrance exam procedures have been completed, rankings will be compiled for each student category, based on the number of places available and distributed according to the specifications and criteria set out in section 5 of this call.

The rankings will be published on Friday **19 July 2024** from 18:00 (CEST) on **Studenti Online** at www.studenti.unibo.it, in the page dedicated to admission requests (under “Pending requests”), as the only means of legal publicity on the outcome of the selection.

7 – ENROLMENT

PROVISIONS FOR CANDIDATES WHO TAKE PART IN THE ENTRANCE EXAMS TO BOTH CURRICULA

- **If a candidate has secured a place in both curricula (INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION and CONFERENCE INTERPRETING),** they must enrol in the curriculum of their choice within the deadline for enrolment for successful (or eligible) candidates. In case of technical difficulties in enrolling in the chosen curriculum, it is necessary to promptly contact the Student Administration Office of the Forlì campus (see contacts in [section 9](#) of the call).
- It may happen that **a candidate has secured a place in one curriculum (INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION or CONFERENCE INTERPRETING) and is eligible (“idoneo”) for the other curriculum that they would prefer, but ranks below the number of places available** for the latter curriculum. In this case, they may enrol in the first curriculum and at the same time declare their interest for the second curriculum, within the deadline set for the first enrolment phase. If they are later selected for the second curriculum and wish to change from the former curriculum to the latter, they may do so, following the provisions and within the deadlines set out in section 8 (Second enrolment phase) of this Call for applications.

Should this candidate fail to enrol with the curriculum where they have secured a place in the first enrolment phase, and should their ranking turn out to be not high enough to take part in any later enrolment phase of the other curriculum, they will lose their right to enrol with the Master’s degree course in Interpreting.

7.1. Candidates enrolling for the first time

Between **19 July 2024**, at 18.00 (CEST), and **26 JULY 2024**, successful candidates must:

1. access Studenti Online at www.studenti.unibo.it using your SPID credentials or entering your UNIBO username (@studio.unibo.it) and password, obtained in the enrolment procedure;
2. select “REGISTRATION”, then “SECOND CYCLE DEGREE PROGRAMME” and the “INTERPRETING” degree;
3. insert the requested data and upload a passport photo. Should candidates have provided false information during the application process, they will be immediately excluded from enrolment and may be subject to legal action according to Article No.496 of the Italian Penal Code. No reimbursement will be made to such candidates;
4. during the online procedure of enrolment, candidates will have to specify the curriculum **INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION** in which they wish to enrol and in which they have been admitted.
5. pay the first instalment (or alternatively the single instalment annual fee), following instructions on **Studenti Online** (www.studenti.unibo.it). Failing to pay the fees will result in exclusion from the procedure. **Late payments will not be accepted under** any circumstances.

After the enrolment fee has been paid, candidates should verify on **Studenti Online**, in the dedicated page of the enrolment request, what the subsequent steps are to activate their career and receive their student ID card.

The student's career has to be activated by 28 February 2025, or enrolment will be cancelled.

Students whose career cannot be activated automatically are invited to contact the Forlì Student Administration office to complete the identification procedure and/or send the necessary documentation for activation.

After activation of the student career, students will be able to access online services allowing them to submit their study plan, book exams, access the Wi-Fi network, consult online library resources; they will be able to enter Campus laboratory facilities, and perform student career actions (change degree, transfer to another university, leave university); an e-mail with a QR code will also be sent that allows students to print their badge, following the procedure that will be indicated.

Students who have a previous (or concurrent) second-cycle university career, after enrolment and by 28 November 2024, may apply for recognition by applying for career shortening. More information on this topic can be found at <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/abbreviazione-di-carriera>.

Information on how to enrol with two second-cycle university courses at the same time, as provided for under law n. 33 of 12 April 2022, can be found at <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/iscrizione-contemporanea-a-corsi-diversi>.

To activate your career in the cases listed below, there are other steps to take:

- a) **Non-EU nationals with EU equivalent status** who have or are about to obtain an **Italian undergraduate degree** must send in a copy of their residency permit to the Student Administration Office of the Forlì Campus (segforli@unibo.it). If they have or are about to obtain a **non-Italian undergraduate degree**, they must upload their residency permit with the other documentation required to Studenti Online (www.studenti.unibo.it), section "Registration a.y. 24_25 – uploading the documents for international students with a foreign degree", as indicated in point b). **IMPORTANT:** check carefully www.unibo.it/studentiinternazionali/chi-sono to assess whether you are a "non-EU national with EU equivalent status", and to see what kinds of residency permit make you eligible for the EU equivalent status. If you take part in the selection process as a non-EU national with EU equivalent status without documentation for the EU equivalent status, you will not be allowed to enrol even if you do are selected and manage to pay the first instalment of the student fee.
- b) **students with a degree obtained outside of Italy** should check relevant information on <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-a-second-cycle-degree-programme-foreign-qualification>, access Studenti Online (www.studenti.unibo.it), choose "CALL FOR APPLICATIONS", select "Registration a.y. 24_25 – uploading the documents for international students with a foreign degree", upload the documents about their undergraduate degree and make an appointment with the Student Administration Office of the Forlì Campus (segforli@unibo.it) to show the original degree certificate.

- c) **Non-EU nationals living outside of Italy** should consult the specific information 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>, access Studenti Online (www.studenti.unibo.it), choose "CALLS FOR APPLICATION", select "Registration a.y. 24_25 – uploading the documents of international students and with foreign qualifications" and upload the documents about their undergraduate degree and a copy of the entry visa for study. They must also make an appointment with the Student Administration Office of the Forlì Campus (segforli@unibo.it) to show the original documentation, and subsequently email to the same office a copy of the receipt confirming that the application for a residency permit was successful (which is necessary to activate their academic career).

IMPORTANT: A candidate's pre-enrolment with the University of Bologna, regardless of whether it is validated or conditional, does not yield any right to finalize enrolment, even if the candidate obtains a visa, is physically present in the country, and is eligible for or has already received studentships or any other student benefits. For enrolment to be effective, the Student Administration Office of the Forlì Campus needs to check if the foreign undergraduate degree is valid and if documentation is authentic. This will happen after the first installment of student fees is paid and the original documentation is received.

- d) If by the deadline of **26 July 2024** successful candidates have not yet obtained an undergraduate degree, but have obtained at least 150 CFU/ECTS and/or have finished their exams and have yet to submit their final dissertation to obtain their undergraduate degree:
- they can **enrol conditionally**. To this aim, before the deadline for enrolment they must pay the first instalment of student fees and send the Student Administration Office of the Forlì Campus (segforli@unibo.it) a declaration about their career status, following the template that can be downloaded from **Studenti Online**;
 - they will have to **obtain their degree by 30 December 2024**;
 - **the student's career will be activated after having obtaining the degree**;
 - if the degree is obtained at the University of Bologna, the career will be activated automatically;
 - if the degree is obtained at another Italian University or at a University outside Italy, the student will have to access Studenti Online, and enter, in the section devoted to enrolment procedures, the final graduation mark that they obtained clicking on the button "insert graduation mark";
 - if the degree is obtained at a University outside Italy, the student will additionally need to upload the documentation required to **Studenti Online** and show the originals to the Student Administration Office of the Forlì Campus, as described in point b) above for "students with a degree obtained outside of Italy";
 - students who fail to graduate by **30 December 2024** will be excluded from the Master's Degree, even if they have already enrolled conditionally.

7.2. Candidates currently enrolled in another Italian University planning to transfer

Successful candidates must:

- login to **Studenti Online** (www.studenti.unibo.it);
- **enrol** with the curriculum “**INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION**” of the Master’s degree course in Interpreting, following the instructions of section 7.1 above and entering their current Italian University and degree course;
- pay the first instalment, or alternatively the one-off annual fee, within the period going from **19 July 2024** (18:00 CEST) to the final deadline of **26 July 2024**, following the instructions of Studenti Online (www.studenti.unibo.it);
- **hand in the transfer application** at the Italian university of origin **by the appropriate deadline set out in this call**.

It will be possible to attend teaching activities and sit exams at the university of origin until the transfer application has been submitted. The student career will be active at the University of Bologna **only** after the Master's Degree Board ascertains the transfer and approves the continuation of studies.

In order to complete the transfer, candidates will have to pay an additional transfer fee (for details, consult <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transferring-to-the-university-of-bologna>).

7.3. Candidates currently enrolled in another degree programme at the University of Bologna (Transfers or optional transfers)

Successful candidates currently enrolled in another degree programme at the University of Bologna may transfer the career from **19 July 2024, 18:00 CEST, to 26 July 2024, but must follow different procedures depending on the day on which they forward their request**.

A) from 19 July 2024, 18:00 CEST, to 26 July 2024, successful candidates wishing to transfer their careers must:

1. login to **Studenti Online** (www.studenti.unibo.it);
2. **enrol** with the curriculum “**INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION**” of the Master’s degree course in Interpreting, following the instructions of section 7.1 above;
3. pay the first instalment, or alternatively the one-off annual fee, through the PagoPA platform, following the instructions of Studenti Online (www.studenti.unibo.it);
4. **starting from 25 July 2024 and no later than 6 August 2024, fill in the course transfer form** following the instructions of Studenti Online (www.studenti.unibo.it):
 - **click on ‘PROGRAMME TRANSFER’** and insert the requested details;
 - pay the transfer fee (the exact amount will be available at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/changing-study-programme-within-the-university-of-bologna>).

B) Gli studenti vincitori che vogliono effettuare il passaggio di corso **dal 25 July 2024 al 26 July 2024** (ultimi due giorni utili) e i candidati **successivamente recuperati nei termini perentori previsti nel [GENERAL CALENDAR](#)**, devono effettuare direttamente il passaggio di corso nel modo seguente:

1. login to **Studenti Online** (www.studenti.unibo.it);
2. enrol with the curriculum “INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION” of the Master’s degree course in Interpreting, following the instructions of section 7.1 above;
3. pay the first instalment, or alternatively the one-off annual fee, through the PagoPA platform, following the instructions of Studenti Online (www.studenti.unibo.it);
4. fill in the course transfer form following the instructions of Studenti Online (www.studenti.unibo.it):
 - click on ‘PROGRAMME TRANSFER’ and insert the requested details;
 - pay the transfer fee (the exact amount will be available at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/changing-study-programme-within-the-university-of-bologna>).

In both cases **A)** and **B)** it will be possible to attend teaching activities and sit exams at the degree programme of origin until the transfer application has been submitted. The student career will be active at the Master's in Interpreting only after the Master's Degree Board ascertains the transfer and approves the continuation of studies.

7.4. Fees and benefits for student support

Information about the amount of tuition fees, student benefits and exemptions is available yearly on <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>.

The student (or tuition) fee is composed of a fixed amount of €157.04, and a variable amount calculated according to the economic situation of your family (ISEE), with a cap that varies depending on the degree programme.

Fees are calculated on a progressive basis, on the basis of the economic situation of your family (ISEE). You need to submit a valid ISEE certification (or, alternatively, the relevant documents for students residing outside of Italy), following the terms and deadlines specified on <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>. If no ISEE certification is submitted, the highest fee rate will be applied.

The deadline for submitting your ISEE is final and non-negotiable.

You may submit your ISEE at a different time than enrolment, provided you respect the respective deadlines for ISEE submission and for enrolment.

Students benefits funded through ER.GO

Information on financial aid (studentships), places in University residences, food vouchers and other benefits is available in the call for applications published every year (around late June/early

July) by the Azienda Regionale per il Diritto agli Studi Superiori (Regional Authority for the Right to Higher Education) and can be consulted at www.er-go.it.

Applications and procedures for ER.GO benefits are separate from application and enrolment in degree programmes of the University of Bologna. If you qualify for ER.Go benefits, you need to apply on www.er-go.it submitting your ISEE certification (among other documents). It is advisable you do so even if you have not decided yet to enrol in a programme of the University of Bologna, as the ER.GO call for applications has a final, non-negotiable deadline that may be earlier than the deadline for enrolling in your chosen degree programme (in the case of the Master's degree course in Interpreting, for the extraordinary enrolment phase).

Important information for students who have already enrolled in other degree programmes

Candidates already enrolled in other degree programmes must carefully read the requirements in the ER-GO Call for applications 2024/2025 in order to qualify for financial aid. This will have to be done before transferring from another degree programme or university (or choosing an "optional" transfer), as their university career will be evaluated from the year of first enrolment in any university, and regardless of credits recognised or the year of course assigned by the Master's Degree Board. Failure to abide by these guidelines could cause cessation of funding.

Student benefits funded directly by the University of Bologna

Information on other University-funded student benefits can be found on

<https://www.unibo.it/en/study/study-grants-and-subsidies/scholarships-and-funding-opportunities>. Specific terms and deadlines apply for each benefit. Deadlines are always final and non-negotiable.

Students with a legal certification of recognized disability equal or higher than 66%, or with a certification in compliance with Italian Law 104/92, must submit a copy of the certificate attesting to their condition via e-mail to the Student Administration (segforli@unibo.it). For more information, see: <https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-disabled-students>.

8 – SECOND ENROLMENT PHASE

The second enrolment phase aims to fill all available places, should they not have been filled after the first enrolment phase (section 7). Places will be filled based on rankings.

Any place that should remain or become vacant after the second enrolment phase may be filled during an additional extraordinary enrolment phase.

Eligible candidates who were not high enough in the ranking for the first enrolment phase, but wish to be considered for the second enrolment phase, must declare their interest in enrolling within the period from **19 July 2024, 18.00 CEST, to 26 July 2024**. The deadline is final and non negotiable.

Candidates must:

1. go to the **Studenti Online** portal www.studenti.unibo.it;

2. declare their interest in the second enrolment phase by clicking the specific button available in the page dedicated to admission requests, after the ranking has been published;
3. verify on Studenti Online that the request has been filed correctly: the system will display the date in which the request was submitted and provide a receipt for the procedure.

Candidates who are marked as "Ineligible", "Absent" or "Excluded" cannot participate in the second enrolment phase.

Eligible candidates who do not declare their interest in the second enrolment phase will be excluded automatically.

The number of places still available and the list of candidates having the right to enrol for each curriculum in the second phase will be published on **30 July 2024** in **Studenti Online** (www.studenti.unibo.it), in the page dedicated to admission requests.

Applicants who are admitted in the second enrolment phase are required to enrol within the period from **30 July 2024 to 6 August 2024** following the instructions provided in section 7.1 (for candidates who are enrolling for the first time), in section 7.2 (for candidates enrolled at another Italian university who intend to make a transfer), and in section 7.3 (for candidates enrolled in other degree courses at the University of Bologna; transfers or optional transfers).

NB: It might happen that, **after enrolling in a curriculum** (INTERPRETING AND TECHNOLOGIES FOR COMMUNICATION or CONFERENCE INTERPRETING), **a candidate secures a place in the other curriculum** during the following enrolment phases (see the [GENERAL CALENDAR](#) in section 1.2). If this happens, and the candidate wishes to change from the former curriculum to the latter, they must communicate this choice by e-mail to the Student Administration Office of Forlì Campus segforli@unibo.it using their institutional e-mail (@studio.unibo.it), by the deadline set for enrolment in the relevant phase in the [GENERAL CALENDAR](#). Failure to do so will imply that the student does not wish to take part in the second (or exceptional) enrolment phase of the second curriculum, and will remain enrolled in the original curriculum. It will not be possible to change one's curriculum out of these terms and deadlines.

Similar to the procedure for successful candidates described in section 7.1, candidates enrolling in the second phase who have not yet graduated (but have obtained at least 150 CFU/ECTS and/or have finished their exams and have yet to submit their final dissertation to obtain their undergraduate degree) may enrol conditionally, but should obtain their undergraduate degree by the firm deadline of 30 December 2024. Upon enrolment, such students must send the Forlì Student Administration Office (segforli@unibo.it) the appropriate documentation certifying the advancement status of their undergraduate career. As soon as they have obtained their undergraduate degree, they must get in touch with the Forlì Student Administration Office via e-mail to confirm graduation and activate their career as set forth under section 7.1 of this call for applications. This failing, their enrolment will be deemed void after 30 December 2024.

FINAL NOTE ABOUT THE SECOND ENROLMENT PHASE:

Any place that should for any reason remain or become vacant after the second enrolment phase may be filled during an additional extraordinary enrolment phase. The Council of the Department of Interpreting and Translation has pre-emptively authorized the Director of the Forlì Campus Area to carry out said additional extraordinary enrolment phase, by contacting eligible (“IDONEI”) candidates who were not high enough in the ranking for the first and second enrolment phases, but have declared their interest in enrolling following the provisions of this Call for applications (in the period from 19 July 2024, 18.00 CEST, to 26 July 2024).

Candidates selected in the additional extraordinary enrolment phase will be contacted via their email account firstname.lastname@studio.unibo.it with instructions and deadlines for enrolment. Notice will also be given via the **Studenti Online** portal (www.studenti.unibo.it), in the page dedicated to admission requests.

The additional extraordinary enrolment phase will close on **21 November 2024**.

9 – FINAL NOTES

All notices regarding the admission procedure will be published on **Studenti Online** (www.studenti.unibo.it).

The detailed privacy policy regarding the processing of personal data can be found on the page www.unibo.it/PrivacyBandiCds.

This notice, issued by an executive order whose protocol number and repertoire are reported in the header of the first page, is subject to the rules detailed in the Ministry of University and Research decree no. 1154/2021 and its subsequent amendments and additions in the field of self-assessment, evaluation, initial and periodic accreditation of universities and degree programmes.

THE MASTER’S DEGREE COURSE IN INTERPRETING WILL BE ACTIVATED ONLY AFTER OFFICIAL AND FINAL APPROVAL BY THE ITALIAN MINISTRY OF UNIVERSITY AND RESEARCH.

An appeal against this order may be brought before the Administrative Regional Court within 60 days of the date of publication of this call.

The administrator of the enrolment procedure is the Person in Charge of the Student Administration Office of Forlì, Patrizia Ussani (tel. number: +39 0543 374815).

DISCLAIMER

The present English version of the call for applications is not official and is only intended to facilitate communication with non-Italian speaking applicants.

The Italian version of the call for applications is the only legal means of communication of the rules of the admission procedure, also with regard to any disputes.

CONTACT DETAILS

For information on the call for applications and the Degree programme:

Department of Interpreting and Translation

Teaching Office

Corso della Repubblica 136, 47121 Forlì

<https://corsi.unibo.it/magistrale/Interpretazione/contatti>

Info about applications and the entrance exam

e-mail ammissione.INTECO@dipintra.it

Services to students

tel. +39 0543 374505

Departmental Teaching and Students offices may be reached by e-mail, telephone, Teams or on-campus during the following **office hours**:

Monday and Thursday 10.00-12.00 and 14.00-16.00; Tuesday and Friday 10.00-12.00; Wednesday 9.00-12.00 and 14.00-16.00; Closed on Saturday and Sunday.

Please check <https://corsi.unibo.it/2cycle/Interpreting/notice-board> for closures and reduced office hours (e.g., in August or on bank holidays).

Student Administration Office (Segreteria Studenti) of the Forlì campus

Padiglione Melandri, Piazzale Solieri 1, 47121 Forlì

E-mail segforli@unibo.it;

<http://www.unibo.it/it/campus-forli/servizi-di-campus/segreteria-studenti>

IT/technical assistance

To receive technical assistance on Studenti online (such as procedures to obtain an institutional User ID and Password, data entry, malfunctioning of online services, etc.):

Studenti Online Help desk

Tel. +39 051 20 80 301

E-mail help.studentionline@unibo.it

Information for international students

On how to enrol if you are an international student or hold a non-Italian BA

Student Administration Office (Segreteria Studenti) of the Forlì campus

Padiglione Melandri, Piazzale Solieri 1, 47121 Forlì

E-mail segforli@unibo.it;

<http://www.unibo.it/it/campus-forli/servizi-di-campus/segreteria-studenti>

Other information for international students or students holding a non-Italian BA

(such as eligibility of degree, pre-enrollment procedures, visa and permits of stay, financial aid for international students, etc.):

International Desk (Bologna)

Via Marsala 49/A - Bologna

E-Mail internationaldesk@unibo.it

www.unibo.it/ContattiStudentiInternazionali

Italian language courses offered to international students:

University Language Centre (CLA - Centro Linguistico di Ateneo)

Forlì Campus, Via Lombardini 5, 47121 Forlì

E-mail cla.fo-segreteria@unibo.it

<https://centri.unibo.it/cla/it/contatti/segreterie-studenti-del-cla>

On fees and student benefits

Student fees office (Ufficio Contribuzioni studentesche)

E-mail ases.contribuzionistudentesche@unibo.it

www.unibo.it/Tasse

Information for candidates with disability and SLDs

Service for students with disability and SLDs (Servizio per gli Studenti con Disabilità e con DSA)

E-mail ases.adattamentiammissione@unibo.it

<https://site.unibo.it/studenti-con-disabilita-e-dsa/it>

For other student services available at the Forlì Campus, see <http://www.unibo.it/it/campus-forli/servizi-di-campus>.

OFFICE CLOSURES

- National holidays (www.unibo.it/CalendarioAccademico)
- Friday, 26 April 2024;
- from Monday 12 August to Friday 16 August 2024;
- Friday 4 October 2024 (only offices located in Bologna);
- Monday 23 and Tuesday 24 December 2024;
- Tuesday 4 February 2025 (only offices located in Forlì)

For any other exceptional closures, please check www.unibo.it.