



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
CAMPUS DI FORLÌ

DEPARTMENT OF INDUSTRIAL ENGINEERING

Admission procedure for the Two-Year Master's Degree Programme
(Laurea Magistrale) in MECHANICAL ENGINEERING FOR SUSTAINABILITY (MES)
Course Class LM-33 - Mechanical Engineering
(code 5980)

<https://corsi.unibo.it/2cycle/MechanicalEngineering-Forli>

Entry for the academic year 2024/2025

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This university has started an awareness-raising campaign aimed at contrasting gender stereotypes. In this respect, it has been decided to give more linguistic visibility to differences. Wherever in this

document the masculine form has been used with the sole purpose of simplification, it shall be deemed to refer in an inclusive manner to all the people operating in the community.

1- KEY POINTS AND TIMETABLE OF DEADLINES

This call for applications addresses those who wish to enrol on the **Master's Degree Programme (Laurea Magistrale) in Mechanical Engineering for Sustainability, course class LM-33 - Mechanical Engineering**.

The Master's Degree is an international second cycle degree programme, where course units, exams and all other teaching activities **are delivered in English**.

Information about the degree programme (regulations, admission requirements, study plan, expected learning outcomes, contacts, etc.) can be found at:

<https://corsi.unibo.it/2cycle/MechanicalEngineering-Forli>

The master's degree course in academic year 2024/2025 is **open access with assessment of the candidate's personal preparation**, which means that there is not a maximum number of admitted students, but all candidates interested in enrolling in this master's degree must participate and be eligible in one of the assessment intakes.

All students interested in enrolling (including those students who come from a different University, transfer from a different Degree of the University of Bologna or from a previous Degree in Mechanical Engineering running under the previous regulations, students who wish to have a previous Master's Degree -obtained either in Italy or abroad -other than the degree Diploma required for the admission recognised, students who have undertaken a second cycle Degree outside Italy without completing the programme, students who have withdrawn from the Degree or have lost the student status) **must apply for the admission procedure according to the methods described in the current Call for applications**.

All candidates must go through the verification of the curricular and linguistic requirements in order to be admitted to the evaluation of the candidate's personal preparation which consists in the assessment of the documents submitted online and the positive evaluation of the online interview. **Candidates who hold an Italian diploma in L-9 degree class which name includes the words Mechanical Engineering are exempted from the oral interview**.

For more details about admission requirements and procedure please refer to [section 3](#) and [section 4](#).

The admission to the master's degree is organized in **three assessment intakes** of the personal preparation according to the deadline indicated in the summary table below.

European, Italian and non-EU candidates with equivalent status may participate to the second and third intakes, whereas **non-EU candidates residing abroad may participate only to the first and second intake**. Please refer to [section 2](#) for other information for non-EU candidates residing abroad.

Candidates who are **not judged eligible** in one intake cannot resubmit their application in

subsequent rounds; on the other hand, it is admitted that the candidate, at the request of the evaluation committee, may integrate the documents for the next (possible) intake.

Candidates who, despite being judged eligible, do not enroll within the established deadlines, can participate in a subsequent verification session, if available.

All the **deadlines** indicated in the table below are **MANDATORY**.

First assessment intake (reserved for non-EU candidates residing abroad)

STEPS	DATES
1. Online application opening	30th November 2023
2. Application deadline	30th January 2024 h. 13 CET
3. Publication of the entry and linguistic requirements and list of candidates admitted to the interview	9 th February 2024
4. Online Interview	13 th - 14 th -15 th – 16 th February 2024
5. Admission results	12 th March 2024, by h 16.00 CEST
6. Enrolment starting date for the admitted candidates	From 12 th March to 11 th April 2024
7. Deadline for obtaining the Bachelor's degree for all candidates	30 th December 2024

Second assessment intake (reserved for EU and non-EU with equivalent status and for non-EU candidates residing abroad)

STEPS	DATES
1. Online application opening	From 14th March 2024 CET
2. Application deadline	14th May 2024 h.13.00 CEST
3. Publication of the entry and linguistic requirements and list of candidates admitted to the interview	30 th May 2024
4. Online Interview	4 th – 5 th – 6 th – 7 th June 2024
5. Admission results	28 th June 2024 by 16.00 CEST

6. Enrolment starting date for the admitted candidates	From 28 th June to 30 th July 2024
7. Deadline for obtaining the Bachelor's degree for all candidates	30 th December 2024

Third assessment intake (only reserved for EU and non-EU with equivalent)

STEPS	DATES
1. Online application opening	17th June 2024 h. 13.00 CEST
2. Application deadline	13th September 2024
3. Publication of the entry and linguistic requirements and list of candidates admitted to the interview	16 th September 2024,
4. Online Interview	18 th September 2024
5. Admission results	24 th September 2024 by 16.00 CEST
6. Enrolment starting date for the admitted candidates	From 24 th September 2024 to 21 st November 2024 16.00
7. Deadline for obtaining the Bachelor's degree for all candidates	30 th December 2024

Students are invited to **check regularly the Studenti Online service** at www.studenti.unibo.it and their institutional email address name.surname@studio.unibo.it at the link www.unibo.it/my-email. These are the only means of information to be used for being updated on the progress of the competition (admission results, enrolment, communications, etc.).

2 - INFORMATION FOR NON-EU CANDIDATES RESIDING ABROAD

For the purposes of this call for applications, **candidates may verify which is their status** by visiting the following page: <https://www.unibo.it/en/international/Who-are-international-students>.

In particular:

- At number 1) for Italian citizens, citizens of the European Union, or non-EU citizens with EU equivalent status
- At number 2) for non-EU citizens residing abroad.

Non-EU citizens residing abroad and/or with a degree obtained outside of Italy can

participate to the first and second assessment intake in order to be admitted to the master's degree in "Mechanical Engineering for Sustainability", with no limitation of available positions. Candidates must, however, **be deemed eligible** during one of the assessment intakes, according to this call for applications.

Non-EU citizens residing abroad must also follow the procedures for access Italian universities which are defined yearly by the Ministry of University and Research (MUR) published to the following website: <http://www.studiare-in-italia.it/studentistranieri/>.

In particular, they must:

- apply for the **pre-enrolment application** to the Italian Embassy/Consulate in the student's country of residence through University portal <https://www.universitaly.it/>
- hold a qualification obtained abroad that grants access to a second cycle degree in Italy;

Non-EU citizens holding a permit of stay for study reasons who **formally withdraw** from this or other Italian university **lose their rights to stay in the Italian state**, which result in losing their permit of stay; these candidates must go back to their country of origin and start the pre-enrolment procedure by the deadlines set here: <http://www.studiare-in-italia.it/studentistranieri/>.

Useful information for non-EU citizens residing abroad and/or with a degree obtained outside of Italy can be found at: <http://www.unibo.it/admissions>;

<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/international-students-how-to-prepare-for-enrolment>

<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-a-second-cycle-degree-programme-foreign-qualification>

3 – ENTRY REQUIREMENTS

In order to profitably attend the Second Cycle Degree in Mechanical Engineering for Sustainability, course class LM-33, students must have acquired basic knowledge in mathematics, physics and engineering.

Applicants shall hold:

1) - a First Cycle Degree in one of the following Italian First Cycle Degree classes ex DM 270/2004:

L-8	Information technology engineering
L-9	Industrial Engineering

- or another three-year University Diploma qualification **in the class ex DM 509/99** running under the previous Italian University Systems (before the Ministerial Decree D.M 270/2004)

- or another five-year Laurea **Degree in Italian** in the class ex DM 509/99 running under the

previous Italian University Systems or another equivalent qualification **obtained abroad** that grants access to a second cycle degree in the issuing Country

2) the following curricular requirement in terms of credits:

- **at least 18 CFU/ECTS** in the maths and IT scientific area
- **at least 12 CFU/ECTS** in the area of physics
- **at least 18 CFU/ECTS** in the following areas characterizing mechanical engineering: ING-IND/08, ING-IND/09, ING-IND/10, ING-IND/12, ING-IND/13, ING-IND/14, ING-IND/15, ING-IND/16, ING-IND/17.

3) The candidate who does not hold a Bachelor Degree by the deadline of the online application for the assessment intake is admitted to the evaluation of the personal preparation if he/she complies with the **restrictions of credits or exams detailed as follows: **at least 135 CFU or 75% of the credits/exams of the degree** -except for the final project- for students enrolled in a Bachelor's degree outside of Italy or under previous Italian University System.**

In case the candidate is admitted, he/she may enrol by the deadlines of the **KEY POINTS AND TIMETABLE OF DEADLINES** and according to the procedure as per **section 7– provided that the candidate obtains the bachelor's degree by the date set by December 30th 2024**. Failing to graduate by this deadline, the candidate loses the right to enrol on this programme.

4) a knowledge of English language of at least B2 Level, according to the Common European Framework of Reference for Languages, attested by one of the following certificates, valid only if issued **after January 1st 2019**:

- TOEFL Internet-based of at least 80 points;
- IELTS of at least 5.5 points;
- FCE – C;
- ISE II Trinity College London;
- Cambridge English Certificate Level B2;
- Business Vantage (BEC Vantage);
- a B2 level English language certificate issued by a University Language Centre;
- an English B2 level exam passed in an Italian State University Degree Programme. The date of the English language exam ('idoneità di inglese B2') must be indicated in the transcript of records. In case the English language exam was a recognition of a previous English language certificate, the English language exam recognition is not valid for the purpose of this call for applications.

An OOPT test result of B2 or higher score obtained in one of the sessions available and organized by the University language Centre (CLA) of the University of Bologna that will be published in the master's degree in Mechanical Engineering for Sustainability website, or a result of B2 or higher score obtained for admission to another master's degree of the University of Bologna for the same academic year 2024/2025.

Candidates that do not hold any of the certificate listed above and that wish to sit the OOPT

in one of the indicated dates must notify it by sending an email to didatticaforli.ingstudenti@unibo.it with at least one week notice from the test date.

English mother-tongue applicants (nationals from Australia, Canada, Ireland, New Zealand, South Africa, UK and USA) and applicants who obtained a Bachelor's degree taught in English are exempt from the English language proficiency requirement.

5) the ASSESSMENT OF A SUITABLE PERSONAL PREPARATION, based on knowledge in mathematics, physics and mechanical engineering disciplines, that will be assessed through documents evaluation (as indicated in [section 5](#)) and through an online interview via Teams. The evaluation is considered positively passed if the student is deemed admitted to the Master's degree in Mechanical Engineering for Sustainability. **Candidates registered in either intake two or three who hold an Italian diploma in L-9 degree class which name includes the words Mechanical Engineering are exempted from the assessment of the suitable preparation, thus the oral interview.**

4– SELECTION PROCEDURE AND EVALUATION CRITERIA

The assessment of the candidates' personal preparation will be carried out by an **Evaluation Committee**, appointed by the Council of the Department and composed of at least three permanent or substitute members, chosen among the teaching staff or the researchers of the Degree programme, and will ensure the fairness of the procedure.

In every assessment intake, the Evaluation Committee will verify:

- **the curricular requirements;**
- **the language requirement of at least B2 level;**
- **the assessment of candidates' personal preparation**, which consists in:
 - Evaluation of the **candidates' curriculum**
 - **Online interview** on Teams (except for the exempted candidates)

The assessment of the curricular requirements and the language requirement of at least B2 level will be carried out as indicated in [section 3](#).

In particular, candidates who do not hold one of the language certificates (or are not in the [section 3](#) point 4) or who are not in the conditions listed in the same section, who wish to sit the **OOPT (Oxford Online Placement Test) organized by the University Language Centre (CLA) of the University of Bologna** in order to prove their B2 or higher English level in one of the dates organised by the CLA and indicated in the master's degree programme website, must notify it at didatticaforli.ingstudenti@unibo.it with at least a week notice from the test date, so to allow the registration of the candidate to the test.

The test will be done online of the Zoom platform.

Instructions for the test will be send to the candidates a couple of days before the test to the institutional email address name.surname@studio.unibo.it The email is valid as a summon for

the test.

The test is made up of **two parts**: the first part is Use of English (grammar and vocabulary); the second is Listening. The test will last **60 minutes** and will be done online and remotely for all candidates, gathered in a virtual room, and supervised by staff of the University Language Centre. Candidates who will score a B2 or higher level will be admitted to the assessment of the personal preparation.

Candidates who do not hold a B2 level certificate and do not sit the test or do not score at least B2 in the test will be excluded from the assessment of the personal preparation.

Candidates will not receive any certificate nor attestation; results will be communicated to the Evaluation Committee for the purpose of this admission only.

Only the candidates who meet the entry and language requirements will be admitted to the assessment of the personal preparation.

Results of the OOPT test will be communicated at the end of the test and will be considered by the evaluation committee for the verification of the language requirement.

The assessment of the candidate's curriculum is based on the documents uploaded for one of the assessment intakes (please refer to section 5).

The online interview, carried out on Teams, is scheduled on:

- **13th -14th -15th -16th February 2024** for the first assessment intake
- **4th -5th - 6th-7th June 2024** for the second assessment intake
- **18th September 2024** for the third assessment intake

And will assess the basic knowledge in mathematics, physics and mechanical engineering disciplines;

It will not be possible to modify the interview scheduled day.

Candidates registered in either intake two or three who hold an Italian diploma in L-9 degree class which name includes the words Mechanical Engineering are **exempted from the assessment of the suitable preparation, thus the oral interview.**

Admission to the master's degree in "Mechanical Engineering for Sustainability" depends on the positive assessment of the personal preparation, expressed with **Pass** at the end of the evaluation.

4.1 - REQUEST FOR ADAPTATIONS TO THE EVALUATION PROCEDURE

Candidates who wish to ask for special adaptations for the admission procedure (**only for the OOPT test and online interview**), shall request them within the application deadline for each intake.

The procedure to request for special adaptations is as follows:

- 1) **Login in on Studenti online** (<https://studenti.unibo.it/sol/welcome.htm?siteLanguage=en>) and apply for the assessment intake.
- 2) Fill in the **"Modulo di richiesta adattamenti"** (Adjustment request form) which can be downloaded from the same webpage in the section connected with the admission procedure,

save it as a pdf file and upload it in the specific section.

Adaptations may take the form of:

- extra time: +30% for candidates with learning disabilities, or other special educational needs and pathologies; +50% for candidates with disabilities as described in the Italian Law 104.
- possibility to use devices such as devices for assisted reading, non-scientific calculators or other tools to be decided based on the specific case and certification.

The list of available adaptations can be found on the form.

In case of oral admission tests, candidates needing specific support or adaptations can request them by filling in the “Altro” field in the Adjustment request form. In case, due to organizational and/or temporary issues, the necessary adaptations cannot be guaranteed, an alternative measure of the same compensatory value will be put in place.

3) Upload all the **necessary specific documents**. That is:

- Diagnosis of learning disabilities, as per Italian Law 170/2010, produced by the National Health Service, by a recognized private facility or by a private professional including a document assessing its conformity produced by the National Health Service. Documents should not be older than 3 years and should be drafted after the candidate turning 18 years old.

- Documents, issued by a professional of the National health Service, certifying another developmental disorder affecting learning abilities.

- Certification of disabilities as per Italian Law 104/92;

- Certification of civil incapacity,

- Medical documents, drafted by a professional, certifying health conditions (physical and/or psychological) that may negatively affect, even temporarily, the candidate's ability to prepare for or take the test.

Documents should be clear and complete of all information necessary to understand the candidate's specific needs.

Considering the current emergency situation which has caused a reduced activity of the National health Service' clinics, requests from candidates with learning disabilities, as per Italian Law 170/2010, will be accepted even if older than 3 years or without conformity. In these cases, the candidate shall produce documents proving that they have applied and are waiting for the renewal or for the declaration of conformity from the National Health Service; the University reserves the right to later request for the integration of the documents. Certifications produced by private professionals shall in any case be complete and filled based on all criteria defined by the Consensus Conference for Learning Disabilities of 2011.

(**Notice:** if the candidate has both a certification as per Italian law 104 and other medical certifications, they should be all submitted).

Candidates with disabilities or learning disabilities resident abroad, wishing to request for adaptations, have to submit the legalized documents certifying the disability or learning disability condition, released in the country of residence, **together with an official translation in Italian or in English**.

University Bodies in charge of examining the aforementioned certifications will assess whether the documents produced abroad certify a condition of disability or learning disability recognized in the Italian legislation.

ATTENTION: BEFORE CLOSING THE SECTION FOR THE REGISTRATION TO THE SELECTION, PLEASE VERIFY THAT YOU HAVE CORRECTLY UPLOADED THE REQUEST FORM AND THE MEDICAL DOCUMENTS.

Documents will be examined by the Office for Services for Students with Disabilities and Learning Disabilities in order to assess the coherence of the adjustment requests with the submitted documents. In case the documents are incomplete or scarcely readable, an integration will be requested via email to the candidate's University email address name.surname@studio.unibo.it . Such integration shall be submitted by the mandatory deadline specified in the communication.

Candidates who do not submit the request by the deadline set in the call for applications or do not submit the integration, where needed, within the deadline specified by the Office for Services for Students with Disabilities and Learning Disabilities will not be provided with the adaptations requested.

Adaptations provided are always communicated by email by the Student Administration Office. For more information regarding the procedures to request adaptations, it is possible to contact the Office for Services for Students with Disabilities and Learning Disabilities at: e-mail: abis.adattamentiammissione@unibo.it

5 – APPLICATION FOR THE SELECTION PROCEDURE

In order to participate in one of the assessment intakes, candidates must apply by the deadlines indicated in the **general summary** following this procedure:

- Log on **Studenti Online** (www.studenti.unibo.it):

International candidates without an Italian identity document can access with the Unibo institutional credentials; in order to obtain them register on **Studenti Online** (www.studenti.unibo.it) at “INTERNATIONAL STUDENTS REGISTRATION” or it is possible to **access by using the SPID or CIE credentials** (for information www.spid.gov.it). The system will automatically retrieve your personal details from SPID and eventually create your UNIBO institutional account that will be as follows: name.surname@studio.unibo.it

PLEASE NOTE: While registering, please pay attention and make sure to provide complete and correct details as they appear in your Passport/ID, especially in case you have 2 or more names a/or surnames.

- Click on “APPLY FOR ADMISSION” select "Second-cycle degree", select the programme named “MECHANICAL ENGINEERING FOR SUSTAINABILITY” and select the intake:
- Download/print the **application form**.
- Attach **the following documents in pdf format to the on-line application**:

a) Completed and signed application form.

b) Graduation certificate and list of exams passed with respective grades/results:

in case of a qualification obtained (or about to be obtained) from an Italian university, it is necessary to upload the **self-certificate** of the Degree (if already obtained) and the list of the exams passed with marks, credits and SSD; candidates are invited to use they home

University self-certification or they may use the forms for self-certification that are available on the website and on [Studenti Online](#). Such certificate is automatically retrieved by the system for University of Bologna students and graduates.

In case of a qualification obtained (or about to be obtained) abroad, it is necessary to upload **the graduation certificate (if already obtained), with the full transcript of all exams passed with marks and credits**, issued and certified by the attended University. **Candidates who have not completed their Bachelor's degree yet must self-certify or certify the exams passed and yet to pass**, so that the Evaluation Committee can easily verify the restrictions of credits or course units set for each selection round as described in [SECTION 3](#) point 3 of this Call for applications

In case the required documents are not written in English or Italian, they shall be accompanied by a **translation into English**. The translation can be done by the applicants themselves.

c) Detailed curriculum vitae written in English

d) English language attestation of at least B2 level, obtained after January 1st 2019.

Applicants must upload one of the certificate (or self-certificate in case of activities carried out in Italian Universities) or attestation to be mother tongue as per [section 3](#) point 4 of this call.

e) Possible certificates attesting experiences abroad, publications and other relevant experiences in engineering fields.

f) Double-sided copy of a valid ID document (identity card or passport).

g) Copy of a valid residence permit for non-EU citizens, mandatory in order to demonstrate the EU equivalent status.

h) Possible request form for adaptations for candidates with disabilities and learning disabilities.

○ IN ORDER TO COMPLETE THE ADMISSION PROCEDURE, IT IS ALSO NECESSARY TO **DECLARE THE POSSESSION OF A VALID DEGREE QUALIFICATION ONLINE**, INDICATING ALL THE ATTENDED EXAMS, FINAL MARKS AND THE RESPECTIVE SCIENTIFIC DISCIPLINARY SECTORS OBTAINED (SSD). BASED ON THE CONDITION AT THE TIME OF REGISTRATION FOR THE SELECTION, CANDIDATES MUST FOLLOW THE INSTRUCTIONS BELOW:

- candidates graduated from the University of Bologna: during the application process, candidates may confirm the qualifications obtained at the University of Bologna that is automatically proposed by the system and there is no need to enter any other career information.
- candidates currently enrolled at the University of Bologna (graduating students): during the application process, candidates may confirm the degree they are attending at the University of Bologna that is automatically proposed by the system and there is no need to enter any other career information. In order to assess the requirements, the exams

recorded by the deadline for enrollment in the selection for which they are competing will be considered.

- candidates from another Italian University: during the application process, candidates shall indicate the University Degree. In order to complete the request, candidates will have to specify the list of exams passed in their previous career. The application can be updated up to selection deadline.
- candidates who have obtained a University degree abroad: during the application process, it is mandatory to indicate the University Degree achieved. It will be necessary to insert all the exams and credits passed during the previously indicated qualification specifying the number of credits, marks and evaluation scale. The application can be updated up to the selection deadline.

CANDIDATES WILL BE ADMITTED EXCLUSIVELY IF THEY HAVE SUBMITTED THE APPLICATION ACCORDING TO THE PROCEDURE INDICATED ABOVE.

For assistance with the completion of the on-line application procedure, candidates can contact **Studenti Online Helpdesk**, by calling the phone number +39 051 2080301 or by sending an e-mail to help.studentionline@unibo.it.

6 – ADMISSION RANKING

When each assessment intake is completed, the Evaluation Committee will publish the list of candidates eligible for admission according to the modalities and criteria defined in this call for applications.

The results will be posted on:

- **March 12th 2024, by h 16.00 CEST** for the first intake,
- **June 28th 2024, by h 16.00 CEST** for the second intake,
- **September 24th 2024, by h 16.00 CEST** for the third intake,

in **Studenti online** on the website www.studenti.unibo.it, in the detail page of the admission request, as the only legal representation of the admission ranking.

7 - ENROLMENT

7.1 Candidates enrolling for the first time

By the mandatory deadlines for each selection process as per **KEY POINTS AND TIMETABLE OF DEADLINES** successful candidates must:

1. **Connect** to **STUDENTI ONLINE** on the website www.studenti.unibo.it by using the User ID and password received for the on-line application procedure or the SPID credentials.
2. **Choose** 'REGISTRATION' and select 'SECOND CYCLE DEGREE PROGRAMME' and the degree

'MECHANICAL ENGINEERING FOR SUSTAINABILITY'.

3. Fill out the requested data on-line and attach a passport-format photo.

In case of false statements, in addition to incurring the penalties established in art. 496 of the Criminal Code for false statements, the candidate shall automatically be rejected from enrollment and from the benefits eventually obtained, with no right to any refund of fees paid.

4. Pay the first instalment of the annual tuition fee (or alternatively the complete annual tuition fee) through the payment methods indicated at www.studenti.unibo.it (**Studenti Online**). If the enrolment request form is filled in but no payment is made by the due deadline, candidates will be excluded from enrolment. **No late payments are allowed.**

The activation of the career must be completed by February 28th 2025.

After the enrolment payment, candidates should verify on **Studenti Online**, in the detail page of the registration request, subsequent steps to validate their identity and to activate their career. Candidates whose career can't be automatically activated will have to contact the Student Administration Office / *Segreteria studenti* of Forlì to validate their identity and/or to send the documents necessary to complete their enrolment.

After the career is activated, students can start to use all the services of the University such as online study plan, signing up for exams, getting access for WIFI and online library resources etc. and make academic career procedures (change of Degree programme, transfer to another Italian University, withdrawal from studies). Besides, students will receive an e-mail on their inbox @studio.unibo.it with the instructions to **get the badge**.

Students who wish to have credits from previous second-cycle degrees transferred in their new career must submit the module (which can be found here

<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/shortening-of-the-degree-programme>) to the Student Administration Office **by November 28th 2024**.

In order to activate the university career in the cases listed below, further steps are needed:

- **Non-EU citizens with EU equivalent status** must send a copy of the valid residence permit that allows the status equivalence to segforli@unibo.it;
- **Non-EU candidates residing abroad** must consult information available at <https://www.unibo.it/iscrizioniStudentiNonUE>, log in **Studenti Online**, select CALL FOR APPLICATIONS, select ENROLMENT A.Y. 2024/25- UPLOAD OF DOCUMENTS FOR INTERNATIONAL STUDENTS AND WITH A FOREIGN DEGREE and upload a copy of the passport with study visa and copy of a valid permit of stay (if not yet obtained, copy of the study visa and then copy of the request for the issue of the permit of stay; in this latter case, enrolment will be conditional until copy of the permit of stay is handed in);
- **Students holding a foreign degree obtained from a non-Italian University** must consult information available at <https://www.unibo.it/iscrizioniStudentiNonUE>, log in **Studenti Online**, select CALL FOR APPLICATIONS, select ENROLMENT A.Y. 2024/25-

UPLOAD OF DOCUMENTS FOR INTERNATIONAL STUDENTS AND WITH A FOREIGN DEGREE and upload any document related to the foreign qualification **by 28th February 2025.**

- Successful candidates who have not yet obtained the degree required for access will be able to enroll according to the deadlines and procedures, **PROVIDED THAT THEY OBTAIN THE DEGREE WITHIN THE PERENTORY DEADLINE, 30th December 2024.**
In case of conditional enrollment, the career **will be activated only after obtaining the title.**

Upon graduation **from the University of Bologna**, the qualification will be automatically implemented and the career directly activated.

Upon graduation **from another Italian university**, in order to activate the career, it is necessary to access **Studenti Online** in the details of the enrollment request and enter the degree mark by typing the appropriate button "**enter degree mark**".

If the candidate does not graduate within the aforesaid deadline December 30th 2024 or in the event of false declarations, he/she will for all intents and purposes **cannot enroll** in the master's degree, even if already conditionally enrolled.

7.2 Candidates currently enrolled in other Italian university who intend to transfer

Those candidates will have to:

1. **Register** online according to the instructions given at **paragraph 7.1** specifying the current Italian university and the degree programme they were enrolled on;
2. Pay the first instalment of the annual tuition fee (or alternatively the complete annual tuition fee) by the date reported in the **KEY POINTS AND TIMETABLE OF DEADLINES** section above according to the modalities specified in **Studenti Online** (www.studenti.unibo.it)
3. **Submit the transfer application** at the current Italian University **by the deadlines there established.**

Please note: it will be possible to attend teaching activities and sit exams at the current University until the submission of the transfer application. At the University of Bologna, the student career will be active **only** after the Degree programme Board ascertain the transfer and approves the continuation of the study.

In order to complete the transfer, in addition to the instalment of the annual tuition fee for the new academic year, **candidates have to pay a transfer fee** (the exact amount will be published on the University website <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transferring-to-the-university-of-bologna>); the Student Administration Office of Forlì will ask the candidate to pay the transfer fee after receiving the documents from the previous University.

7.3 Candidates currently enrolled in other degrees of the University of Bologna

7.3.1 Candidates already enrolled on a degree programme at the University of Bologna who are deemed eligible **in the first and second assessment intake** must:

- **ENROL** on the new Degree Programme as indicated above at **paragraph 7.1** and pay the first instalment of the annual tuition fee (or alternatively the complete annual tuition fee) **by the deadlines defined in the KEY POINTS AND TIMETABLE OF DEADLINES** for the first and second intake.

BESIDES, **starting from July 21st 2024 and by 21st November 2024** candidates have to apply for the **Degree programme change** following the instructions given at www.studenti.unibo.it (**Studenti online**).

Specifically, they must:

1. **click on 'PROGRAMME TRANSFER'** and insert the required data;
2. pay the **degree change fee** (correct amount will be available on the University website <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/changing-study-programme-within-the-university-of-bologna> or for optional transfer at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transfer-to-a-study-programme-under-the-new-system>)

Only in the limited period **from July 21st to 30th 2024**, candidates already enrolled in another degree of the University of Bologna who were deemed eligible for admission in the second intake may immediately change to Mechanical Engineering for Sustainability according to the modalities specified at 7.3.2.

7.3.2 Candidates already enrolled in another degree programme of the University of Bologna who took part in the **third intake** must fill in the Degree programme change request following the instructions given at www.studenti.unibo.it (**Studenti online**) **from 24th September to 21st November 2024**

Specifically, they must:

1. **pay the first instalment** of the annual tuition fee (or alternatively the complete annual tuition fee) for the previous degree and do not have any outstanding tuition fee payments from previous academic years;
2. **click on 'PROGRAMME TRANSFER'** in **Studenti Online** (www.studenti.unibo.it) and insert the required data;
3. pay the **degree change fee** (correct amount will be available on the University website <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/changing-study-programme-within-the-university-of-bologna> or for optional transfer at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transfer-to-a-study-programme-under-the-new-system>)

[to-a-study-programme-under-the-new-system \)](#)

In both cases (7.3.1 and 7.3.2), it will be possible to attend teaching activities and sit exams at the current Degree programme until the online submission of the programme change application. For the new Degree programme, the student career will be active **only** after the Degree programme Board ascertains the programme change and approves the continuation of the study.

7.4 Tuition fees and benefits

The annual tuition fees for the academic year 2023/2024 and the system for calculating tuition fees based on one's own economic conditions are published on the University website at the following page: www.unibo.it/TuitionFees.

Fees are calculated progressively based on a valid ISEE certification (or on the corresponding documents required to international students) only if it is submitted under the terms and conditions reported at www.unibo.it/TuitionFees. Failure to submit the ISEE certification (or the corresponding documents for international students) will imply that students will have to pay tuition fees in full.

Non-EU students with nationality of a country included in the particularly poor country and developing countries list and in the non-OCSE country list published on <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/tasse-e-contributi/tasse-studenti-internazionali-a-a-2022-23> are entitled to a lower flat tax.

Information about **scholarships, exemptions** and other economic benefits for international and Italian students are published on the University website at the following pages:

<http://www.unibo.it/en/services-and-opportunities>

<http://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/study-grants-for-international-students>

If you are a candidate with an invalidity certificate equal or higher than 66% or with certification of disability as per Italian law 104/92, in order to be exempted from tuition fee payment as per <https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-disabled-students>, you must send the certificate to the Student Administration Office segforli@unibo.it.

Information about economic benefits are available in the **Call for applications** of the **Regional Agency for the Right to Higher Education - ER.GO** available at www.er-go.it (publication expected in June 2024).

In particular, before making the request, those candidates who plan to request the transfer from other degree programmes of this or another University or the optional transfer, should read carefully the ER-GO call 2024/25 as **their university career**, after transferring to the new Degree Programme, **will be assessed starting from the year of first enrolment at the University**, regardless of credits recognized or the year of course assigned by the Degree Programme Board. This could be the cause of benefits loss.

In the coming months, the Collegio Superiore of the University of Bologna (www.collegio.unibo.it) will publish a call for admission for the 2024/2025 academic year, open to Italian and international students.

The tuition fee is calculated progressively on the basis of the valid ISEE certificate (or the documentation required for abroad) only if it is presented according to the terms indicated on the page www.unibo.it/Tasse.

8 - FINAL INFORMATION AND CONTACTS

FINAL NOTES

Possible news about this call for applications will be communicated on **Studenti Online** (www.studenti.unibo.it), whereas on the University website (www.unibo.it) news about office closures will be notified.

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

This Call for applications, issued by the Managerial Decree, Rep. n. and Prot. are in the heading of the present Call, is conditional on the provisions of the Decree of the Italian Ministry of University and Research n.1154/2021 and subsequent changes and integration regarding the accreditation of Degree Programmes.

A selection appeal may be lodged to the relevant Regional Administrative Court (TAR) within 60 days from its publication.

Administrator of the enrolment procedure is the Person in Charge of the Student Administration Office of Forlì, Dott.ssa Patrizia Ussani, ph. +39 0543 374815.

For information about the Call for applications:

Programme Coordinator of the master's degree and tutor of the master's degree	Via Montaspro 97 - 47121 Forlì E-mail didatticaforli.ingstudenti@unibo.it https://corsi.unibo.it/2cycle/MechanicalEngineering-Forli/contacts Degree programme website www.unibo.it/MechanicalEngineering-Forli Tutor email address: didatticaforli.tutoringmeccanica@unibo.it
Student Administration Office - Forlì	Padiglione Melandri, Piazzale Solieri 1, 47121 Forlì E-mail segforli@unibo.it ; For further details: https://www.unibo.it/en/campus-forli/campus-services/student-administration-office-1

School of Engineering – Engineering Degree Office in Forlì	Via Montaspro 97 - 47121 Forlì; E-mail: didatticaforli.ingstudenti@unibo.it The staff is available for front office, phone calls and Teams calls https://corsi.unibo.it/2cycle/MechanicalEngineering-Forli/contacts
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Contacts for Italian language courses for international students

CLA – University Language Centre	Forlì office and labs, via Lombardini 5, 47121 Forlì E-mail cla.fo-segreteria@unibo.it ; For further details: https://centri.unibo.it/cla/en/contacts
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Contact details of **OTHER FORLÌ CAMPUS SERVICES FOR STUDENTS** can be found at this page:

<http://www.unibo.it/en/campus-forli/campus-services/campus-services-1>

For technical assistance on **Studenti Online** and IT information (e.g. username and password, completion of the on-line application procedure, technical errors):

Studenti Online Helpdesk	Ph. +39 051 2080301 E-mail help.studentionline@unibo.it
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Information for **international students or students with foreign degrees** (e.g. admission eligibility, pre- enrolment at Italian Embassy, visa and permit of stay, economic benefits, etc.), you can also contact:

International Desk Bologna	Via Filippo Re 4 – Bologna E-Mail internationaldesk@unibo.it For further details: https://www.unibo.it/en/international/contacts-for-international-students
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Information on fees and benefits

Ufficio contribuzioni studentesche	Via Marsala, 49 - Bologna E-mail ases.contribuzionistudentesche@unibo.it For further details: https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-
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	exemptions/tuition-fees
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Information for **candidates with disabilities and learning disabilities**

Service for students with disabilities and learning disabilities	Via Marsala, 49 – Bologna; ases.adattamentiammissione@unibo.it Only for adaptation requests for the admission exam: abis.adattamentiammissione@unibo.it For further details: https://site.unibo.it/studenti-con-disabilita-e-dsa/en
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THE MANAGING DIRECTOR OF THE CAMPUS AREA CESENA AND FORLÌ
Dott. Leonardo Piano