**2024/2025 Academic Year**

# Notice for admission to Master's Degree Programme in MEDICAL BIOTECHNOLOGY

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*Information regarding the processing of personal data is available at [https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/personal-data-processing](https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/personal-data-processing) .*

The Medical Biotechnology degree programme is a two-year second-cycle degree programme fully taught in English, with open access with assessment of personal competencies, as described below.

Information about the programme (Degree programme regulations, admission requirements, course structure diagram, programme aims, information and contacts) is available on the following page:

[Medical Biotechnology (unibo.it)](Medical Biotechnology)

# RELEVANT DEADLINES

**INTAKE 1**

| STEPS | DATES |
|---|---|
| **1.** Applications open | 20 February 2024 (from 13:00h Italian time) |
| **2.** Applications close | 15 March 2024 (13:00h Italian time) |
| **3.** Publication of candidates eligible to sit the test | 27 March 2024 (from 13:00h Italian time) |
| **4.** Test | 08 April 2024 (10:00h Italian time) |
| **5.** Results are made available | 18 April 2024 (from 13:00h Italian time) |
| **6.** Enrolment | from 22 April 2024 to 29 October 2024 |

**INTAKE 2**

| STEPS | DATES |
|---|---|
| **1.** Applications open | 15 May 2024 (from 13:00h Italian time) |
| **2.** Applications close | 10 June 2024 (13:00h Italian time) |
| **3.** Publication of candidates eligible to sit the test | 21 June 2024 (from 13:00h Italian time) |
| **4.** Test | 02 July 2024 (10:00h Italian time) |
| **5.** Results are made available | 15 July 2024 (from 13:00h Italian time) |
| **6.** Enrolment | from 16 July 2024 al 29 October 2024 |

# SECTION 1 –ADMISSION REQUIREMENTS

In order to be admitted to the second-cycle degree programme in MEDICAL BIOTECHNOLOGY candidates must:

a) meet the **CURRICULAR REQUIREMENTS** outlined in section 2;

b) meet the **LANGUAGE REQUIREMENTS** and, specifically, proficiency in English equivalent to at least B2 level, to be demonstrated according to the procedures set out in section 2;

c) have their **PERSONAL KNOWLEDGE AND SKILLS** positively assessed in accordance with the procedures set out in section 3.

An Admission Board will check candidates' academic backgrounds and whether they meet the requirements for admission.

Candidates who fail to register for the admission test according to the procedure and deadlines as stated in Section 4 ADMISSION AND DEADLINES will be ineligible to sit the admission test.

The two intakes are open to Italian citizens, EU citizens, and non-EU citizens with EU-equivalent status and non-EU citizens residing abroad.

**If you are a non-EU student living abroad,** on top of the steps to complete, you must also pre-enrol on Universitaly and request an entry visa for study purposes. Click here to learn how.

**PLEASE NOTE** that candidates who do not pre-enrol as set forth by the Italian Ministry of Universities and Research (MUR) Regulations will not be admitted to the Degree Programme.

**Italian citizens, EU citizens, and non-EU citizens with EU-equivalent status**

a) Non-EU citizens are considered as having equivalent status to EU citizens if they meet the requirements listed in paragraph 1 of the following web page: www.unibo.it/en/international/Who-are-international-students;

b) Non-EU citizens who meet the conditions outlined in paragraph 2 of the web page www.unibo.it/en/international/Who-are-international-students are considered as candidates in the 'Italian citizens, EU citizens, and non-EU citizens with EU-equivalent status' quota; however, they must comply with the procedures for non-EU citizens residing abroad.

**PLEASE NOTE that non-EU citizens who are currently in Italy with a residence permit for study reasons will lose their residence permit requirements if they officially withdraw from studies, either from the University of Bologna or from another university. Candidates in this condition must return to their home country and pre-enrol at their Italian Embassy/Consulate of competence by the deadlines published on the website www.studiare-in-italia.it/studentistranieri/.**

# SECTION 2 – CURRICULAR AND LANGUAGE REQUIREMENTS

**CURRICULAR REQUIREMENTS**

Candidates must hold or be about to hold one of the following curricular requirements:

1. Undergraduate /First-Cycle Degree in the following classes:

- ex Italian D.M. 270:

- Class L-2 - Biotechnology
- Class L-13 - Biological Sciences
- Class L-29 - Pharmaceutical sciences and technologies
- Class LM-41 - Medicine and Surgery

- ex Italian D.M. 509/99:
  - Class 1 - Biotechnology
  - Class 12 - Biological Sciences
  - Class 24 - Pharmaceutical sciences and technologies
  - Class 46S - Medicine and Surgery

2. Undergraduate/First-Cycle Degree under the previous degree programme system awarded after four or five years of study and recognised as suitable by the Degree Programme Board.

3. Qualification obtained outside of Italy, on condition that it is recognised as suitable to access the Second-Cycle Degree Programme in Medical Biotechnology.

**LANGUAGE REQUIREMENTS**

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

The English language requirement may be satisfied through:
   a) IELTS (Academic o General Training) with a score of 5,5 or higher;
   b) Cambridge English Language Assessment - B2 First (formerly known as First Certificate in English – FCE) with grade C or higher;
   c) Cambridge English Language Assessment - B1 Preliminary (formerly known as Preliminary English Test – PET) with grade 'Distinction' or higher;
   d) Cambridge English Language Assessment - C1 Advanced (formerly known as Certificate in Advanced English – CAE);
   e) Cambridge English Language Assessment - C2 Proficiency (formerly known as Certificate of Proficiency in English – CPE);
   f) Cambridge English Language Assessment - Cambridge English Certificate Level B2 with a score of 160 or higher;
   g) Cambridge English Language Assessment - Business Vantage (BEC Vantage);
   h) Cambridge English Language Assessment - Business Higher (BEC Higher);
   i) Cambridge English Language Assessment - Financial (ICFE) with a score of 50 or higher;
   j) Cambridge English Language Assessment - Legal (ILEC) with a score of 50 or higher;
   k) Educational Testing Service (ETS) - TOEFL iBT with a score of 80 or higher;
   l) Trinity College London - ISE II;
   m) Trinity College London - ISE III;
   n) Trinity College London - ISE IV;
   o) Learning activity about the English language passed as part of a previous degree programme, on condition that such learning activity is recorded as passed (with either a grade or a 'pass' assessment) and that it was held at CEFR B2 level or higher. The academic record or the course content details of the learning activity must clearly state the CEFR language level;
   p) Certificate of English language knowledge at CEFR B2 level or higher issued by the University Language Centre (CLA) at the University of Bologna or at other Universities. The certificate must clearly state the CEFR language level;

q) Secondary school qualification or university degree issued upon completion of a secondary school/university programme with English as the official teaching language;

r) Participation in an exchange programme carried out during secondary school or university programmes under the framework of structured mobility programmes, on the following conditions: 1)- the duration of the exchange programme was of at least 6 (six) months; 2)- the learning activities carried out at the host secondary school/university were taught in English; 3)-the home secondary school/university recognised the learning activities carried out during the exchange period as part of the home school/academic record;

s) Further equivalent experiences, on condition that appropriate supporting documentation is provided by the candidate, will be assessed by the Board;

t) Online Oxford Placement Test sat at Centro Linguistico di Ateneo (CLA) of the University of Bologna on the dates set up by CLA.

**Upon registering for the selected intake, and according to the procedure outlined in** Section 7 **of this Admission Notice, you must enclose certificates listed in points a) to n) above or any supporting documentation to elements listed in points o) to t) above.**

**Please note** that if you pass the selection procedure before obtaining your undergraduate degree, you may enrol within the deadlines listed on Section 7 of this Admission Notice, on the condition that you obtain your undergraduate degree no later than **30 December 2024**.

# SECTION 3 – ASSESSMENT OF PERSONAL KNOWLEDGE AND SKILLS

Candidates must hold the curricular and linguistic requirements established in Section 2 of this Admission Notice and pass an assessment of personal knowledge and skills.

The assessment of the personal knowledge and skills will be held as a 30 multiple choice questions test to be held in 30 minutes **on site**, in aula N e aula O (via Andreatta 8, Bologna).

**The test will be held in English** and will ascertain the knowledge of the following disciplines:

- Normal Human Morphology: molecular cytology, structure of tissues, organs and systems from the macroscopic level to the ultrastructural level;
- Human Physiology: cell function;
- Biochemistry and Molecular Biology: structural, cellular and molecular biochemistry;
- Human Pathology: molecular bases and phenotypic characteristics of pathological processes;
- Genetics: Mendelian, classical, human and molecular;
- Immunology: basic knowledge.

Candidates will be evaluated through a score up to 30 points. The **on-site written test** will last 30 minutes and will have a minimum passing score of 21 points, where each correct answer earns 1 point and incorrect answers and blank earn 0 points.

# SECTION 4 –DEADLINES

The following deadlines are final and compulsory; if you miss one or more of them, you will be disqualified from the selection procedure and will not be allowed to enrol on the programme, regardless of your motives.

| | APPLICATIONS OPEN | APPLICATIONS CLOSE | PUBLICATION OF CANDIDATES ELIGIBLE TO SIT THE TEST | TESTS | RESULTS ARE MADE AVAILABLE |
|---|---|---|---|---|---|
| Intake 1 | 20 February 2024 (from 13:00h Italian time) | 15 March 2024 (13:00h Italian time) | 27 March 2024 (from 13:00h Italian time) | 08 April 2024 (10:00h Italian time) | 18 April 2024 (from 13:00h Italian time) |
| Intake 2 | 15 May 2024 (from 13:00h Italian time) | 10 June 2024 (13:00h Italian time) | 21 June 2024 (from 13:00h Italian time) | 02 July 2024 (10:00h Italian time) | 15 July 2024 (from 13:00h Italian time) |

**Candidates who are not admitted may apply for other intakes**.

At the end of the admission test registration for each intake, the Board will verify that each candidate fulfils the curricular and linguistic requirements in order to be admitted to the assessment of personal knowledge and skills.

The list of admitted/non admitted candidates eligible to sit the assessment of personal knowledge and skills will be published on the Studenti Online website www.studenti.unibo.it.

**This publication serves as official notice to all candidates**.

Candidates eligible to sit the test who applied before graduation may sit on the condition that they obtain their undergraduate degree no later than **30 December 2024**.

# SECTION 5 – HOW TO APPLY

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

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

   International students who do not have an identity document issued in Italy and, therefore, cannot obtain SPID credentials, may log in with their University username and password, which can be obtained by going to www.studenti.unibo.it and clicking on *Register* and then *International students registration*

2. **Click on** "APPLY FOR ADMISSION", select "SECOND-CYCLE DEGREE" and choose the programme named "**Medical Biotechnology**";

3. **Upload the required documents in PDF format:**
   a. A copy of the front and back of a valid identity document. If the identity document does not have an English translation, a copy of your passport must be attached.
   b. Self-certification regarding your first-cycle academic qualification with a list of completed exams (for graduates), or of the current university enrolment status including the list of exams (if you apply before graduation), according to the following instructions:
      i. graduates or students enrolled in the University of Bologna: the IT system will automatically update the data concerning graduation after you obtain the qualification;

ii. graduates or students enrolled in <u>other Italian Universities</u>: upload the hand-signed graduation/enrolment self-certifications (including the list of exams) issued by the online services of the previous/current Italian University, **on condition that such self-certifications state the Ministerial class of the first-cycle degree**;

iii. **ONLY** if the online services of the previous/current Italian University do not issue graduation/enrolment self-certifications (including the list of exams), graduates or students enrolled at <u>Italian Universities</u> other than the University of Bologna may download the self-certification form, which is available for download in the same web page as this Admission Notice, and: 1)- fill out all fields; 2)- hand-sign the form; 3)- digitalise the hand-signed form; 4)- upload the .pdf copy of the hand-signed form on [www.studenti.unibo.it](www.studenti.unibo.it).

**Please fill out the form carefully and accurately**, and make sure to include information about the previous/current University and first-cycle degree Ministerial class.

c. Certification attesting to your English language competency, as listed on [Section 2](Section 2) – Linguistic Requirements;

**Candidates who hold an international qualification**

In addition to registering for the admission procedure, candidates who hold <u>qualifications obtained outside of Italy</u> must upload the following documents on [www.studenti.unibo.it](www.studenti.unibo.it) in .pdf format (please note that only .pdf documents can be uploaded – file size cannot exceed the limit stated on Studenti Online):

- **Certificate of exams passed as part of the degree programme, stating the full list of exams included in the curriculum, the number of ECTS credits corresponding to each exam, and the total number of years of enrolment**;
- if the University does not use the ECTS system, **the certificate must state the exams passed as part of the degree programme, the full list of exams included in the curriculum with the number of hours corresponding to each learning activity, and the total number of years of enrolment.**

Certificates must be translated unless issued in English language (if in English no translation is required) **Pictures of the documents are not admitted**.

**If you fail to register for the admission test according to the procedure and deadlines listed above will be ineligible to sit the admission test. Registration to the admission test is free of charge.**

**Please note:**
- the Board will only assess documents uploaded through the online application. If by the application deadline you do not upload all mandatory documents or only partially upload, you will not be eligible to sit the test
- that documents must not be sent by post or email.

# SECTION 6 – REQUEST FOR ADAPTATION

Candidates who wish to apply for adaptation for the oral test must submit their request **by the deadline set for each intake for the admission test registration.**

**Adaption** may consist in:
- 30% extra time if you are diagnosed with Special Learning Disability (SLD); 50% extra time if you have a recognised disability.

- Possibility to use specific tools for reading, calculating according to your specific issue.

The list of adaptation is on the Request for adaption form.

If due to organizational needs and/or binding provisions the adaptation requested cannot be provided, an alternative arrangement of the same value will be offered.

The procedure to request for adaption is as follow:

1. **Log onto Studenti Online** ([www.studenti.unibo.it](www.studenti.unibo.it));
2. Download the *Request for Adaptation Form* in .doc/.docx format (available for download in the same web page in the section about Admission to the test), save it as a .pdf format, and
3. upload the *Request for Adaptation Form* as a .pdf format in the dedicated section.
4. **Upload any relevant disability/SLD certification**:
   - Diagnosis of Special Learning Disability (SLD). The documents must be either no older than three years from the date of issue or be issued after the candidate's 18th birthday.

   > Due to the COVID-19 outbreak and subsequent reduction of access to healthcare services, applications of candidates with legally certified SLD diagnoses will be accepted even if the enclosed certificates are older than three years or do not comply with the dispositions of the Italian National Healthcare System. In these cases, candidates upon requesting the adaptation must state to be waiting for the renewal of their certificates or for the statement of compliance. Please note that candidates who apply in this condition may be asked to provide updated documents as soon as healthcare services resume. Certificates issued by private institutions will have to comply with the requirements stated by the Consensus Conference on the Diagnosis of Special Learning Disability (2011)..

   - Certificate attesting Special Educational Needs which affect learning skills issued by health services specialist.
   - Legal certification of recognised disability.
   - Medical documentation, issued by a specialist, attesting the existence of health conditions (physical and/or psychological) that might lead to an inability to study, temporary or otherwise, and that may lead to specific needs during the test.

Documents must be clear and complete with all relevant information to ascertain candidates' specific needs.

(Please note that candidates who hold both a certificate according to Italian Law 104/92 and other medical documentation must submit both).

**Candidates with disabilities or with SLDs residing abroad** who wish to apply for adaptation must provide a legalised certification of their disability or SLD status as certified by their country of residence and **a sworn translation in Italian or in English**.

The University bodies in charge of assessing certificates will check whether the disability or SLD certified in the submitted documents is recognised under Italian laws.

**WARNING: HEALTH DOCUMENTS ATTESTING THE NECESSITY OF ADAPTATIONS MUST BE ATTACHED DURING THE ONLINE PROCEDURE – REQUESTS WITHOUT ATTACHMENTS WILL NOT BE CONSIDERED.**

The Service for Students with Disabilities and SLDs of the University will check that the submitted documentation is valid and coherent with the adaptation required in the application form. In case of

incomplete or illegible documentation, candidates will receive an email to their UNIBO mailbox (name.surname@studio.unibo.it) with a request for additional documents and a deadline to submit them.

**Candidates who fail to submit their application according to the stated procedure or fail to submit the required additional documents by the deadline set by the Service for Students with Disabilities and SLDs will not be granted adaptation**.

Adaptation granted to candidates are confirmed by the Student Administration Office.

Please refer to the Service for Students with Disabilities and SLDs of the University of Bologna for any further information about applying for adaptation: ases.adattamentiammissione@unibo.it

# SECTION 7 – ADMISSION AND ENROLMENT

If you are admitted to the degree programme, you will be able to enrol starting from the date indicated under Section 4 in the above intake calendar. To enrol, you should complete the following steps:

| Intake 1 | Enrolment from 22 April 2024 to 29 October 2024 |
|---|---|
| Intake 2 | Enrolment from 16 July 2024 al 29 October 2024 |
| **Late enrolment (with extra fee) for all candidates** | From 30 October 2024 to 21 November 2024 |

### A. IF YOU ENROL (MATRICULATE) FOR THE FIRST TIME

1. **log on** to www.studenti.unibo.it entering the username and password obtained when submitting your application.

2. **select "Enrolment**", then select "Second-cycle Degree", then the degree programme "**Medical Biotechnology"** and enter the required data, attaching a jpg file containing a passport-size photo of your face.

In case you made false statements you will incur in fines set by art. 496 of the Penal Code and you will automatically lose the right to enrol and will not be entitled to any financial aid (when obtained). You will not be refunded of the expenses you sustained;

3. **pay the first instalment or single instalment** following the instructions on the website www.studenti.unibo.it. Failure to pay will result in the annulment of the enrolment procedure.

If you have SPID credentials and use them for enrolment, you will have your academic position immediately activated upon payment;

If you do not have SPID credentials, you will have to undergo the identification procedure as stated on Studenti Online www.studenti.unibo.it.
If you have a previous academic position in the University of Bologna, you will have your academic position immediately activated.
With the activation of the academic position, you will be able to access services such as online study plans, exam registration, Wi-Fi, and online library resources; you will also be able to perform academic acts (e.g. changing degree programme within the University of Bologna, transferring to another university, withdrawing from studies); an email with instructions about collecting your student badge will be sent to your UNIBO mailbox.

**Candidates in the following conditions will have to check on the enrolment procedure stated below**:

- o **STUDENTS WITH DISABILITIES** certified as equal or more than 66%, or with a handicap condition **complying with Italian law 104/1992**
  You must submit to the Student Administration Office of the School of Medicine a copy of the certificate stating your conditions in order to receive the proper benefits. Further information is provided on www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-disabled-students;

- o **STUDENTS WHO APPLY FOR THE RECOGNITION OF CREDITS OBTAINED IN PREVIOUS ACADEMIC STUDIES**[1]
  Please refer to this page https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/shortening-of-the-degree-programme.

- o **NON-EU CITIZENS WITH EU-EQUIVALENT STATUS**
  You must submit a copy of your residence permit with a copy of your residence permit which confirms the EU-equivalent status to the Student Administration Office of the School of Medicine (segmed@unibo.it)

- o **NON-EU STUDENTS LIVING ABROAD**

  Please refer to this page for details. You must submit a copy of your residence permit or, if it has not been issued yet, a copy of the application receipt on Studenti Online application by clicking on "Call for applications" and then "Matriculation for the 24_25 academic year - document upload for international students with foreign qualifications".

- o **STUDENTS WITH FOREIGN QUALIFICATIONS**

  Having completed the above steps, check the documentation necessary for matriculation.

  Remember that the documentation submitted in your application for admission (e.g., degree, transcript, etc.) must be translated and their authenticity and value must be verified, where required
  You must upload the documents related to foreign qualifications in the Studenti Online application by clicking on "Call for applications" and then "Matriculation for the 24_25 academic year - document upload for international students with foreign qualifications".
  When you arrive at the University of Bologna, you must make an appointment with the International Student Administration Office in Bologna in order to show the original copies of your documentation.

**If you have a conditional offer**, your academic record will be activated upon your graduation. If you are a University of Bologna graduate, the IT system will automatically update the data concerning graduation after you obtain the qualification. If you are graduating from a different institution, check your next steps on Studenti OnLine (www.studenti.unibo.it).

Remember that you must obtain your undergraduate degree by and no later than **30 December 2024**. If you do not meet this requirement, you will be excluded.

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[1] Credit recognition is possible only for learning activities carried out in English language during second- or third-cycle programmes**.**

**B. CANDIDATES WHO ARE CURRENTLY ENROLLED AT THE UNIVERSITY OF BOLOGNA ON DEGREE PROGRAMMES OTHER THAN MEDICAL BIOTECHNOLOGY (PROGRAMME CODE: 9081) (PASSAGGI)**

- **Log on** to www.studenti.unibo.it, using your SPID username and password or entering the username and password obtained when registering for the selection procedure;
- **Pay** the first instalment or single instalment of the tuition fee for the new academic year for the Degree programme on which you are currently enrolled, and check that all payments of previous academic years are in order;
- **Fill in** the online internal transfer application on www.studenti.unibo.it; Click on *'Passaggio di corso'* and fill in the required information;
- **Pay** the internal transfer fee.

**C. IF YOU ENROLLED IN OTHER UNIVERSITIES WHO WISH TO TRANSFER TO THE UNIVERSITY OF BOLOGNA (TRASFERIMENTO)**

- **Apply** for transfer at the University where you are currently enrolled;
- **Log on** to www.studenti.unibo.it, using your SPID username and password or entering the username and password obtained when registering for the selection procedure;
- **Select "matriculation"**, then select "Second-cycle Degree", and then the degree programme "**Medical Biotechnology**" and enter the required data, attaching a jpg file containing a passport-size photo of your face and stating your previous University and Degree programme.
  Please note that, in addition to being sanctioned by art. 496 of the Italian Penal Code, submitting false or misleading information will result in enrolment cancellation; moreover, any benefits will be revoked and any fee already paid will not be returned;
- **Pay** the first instalment or single instalment of the annual tuition fee on Studenti Online (www.studenti.unibo.it).

Payment of the **transfer fee** will be required by the Student Administration Office upon receiving the student file from the previous University. Check this page for more information.

**TUITION FEES AND BENEFITS**

The enrolment fees, net of the first instalment, for the 2023/2024 academic year and information on benefits and exemptions will be published on the University website on the page https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees .

Remember that your contribution will be calculated on a progressive scale based on a valid ISEE certificate only if submitted in accordance with the terms and procedures set out on the web page www.unibo.it/Tasse. If you do not submit an ISEE, you will have to pay the full tuition fees relevant to your degree programme.

Information on other benefits can be found on the University website on the page https://www.unibo.it/en/services-and-opportunities/services-and-opportunities . If you are interested in benefits related to the right to higher education, you can consult the relative call published by the Regional Authority for the Right to Higher Education on the website www.er-go.it.

# SECTION 8 – CONTACTS

**Assistance for IT-related procedures** on **Studenti Online:**

Studenti Online Help Desk, **Phone** +39 051/2080301, **Email**

help.studentionline@unibo.it

**Assistance for administrative procedures (admission and enrolment):**

Student Administration Office of the School of Medicine

Email: segmed@unibo.it

How to access: https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/student-administration-offices

**PLEASE NOTE:**

Should there be any change in the procedure it will be published on **Studenti Online**

**OFFICES WILL BE CLOSED ON THE FOLLOWING DATES:**

| | |
|---|---|
| 29 March | |
| 26 April 2024 | |
| From 12 to 16 August 2024 | Summer Holidays |
| 4 October 2024 | |
| 23 and 24 December 2024 | |