



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA  
AREA DI CAMPUS DI CESENA

## Academic year 2024/2025

### Call for applications for the degree programme in **WORK, ORGANIZATIONAL AND PERSONNEL PSYCHOLOGY”**

### **CURRICULUM: OCCUPATIONAL HEALTH PSYCHOLOGY**

Class LM-51, Code 5967

#### **SUMMARY**

SECTION 1 – ADMISSION REQUIREMENTS .....	3
SECTION 2 – HOW TO APPLY .....	5
SECTION 3 – ADMISSION .....	6
SECTION 4 – ENROLMENT .....	7
SECTION 5 – FINAL NOTES & CONTACTS .....	12

*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>*

*The University of Bologna has been working to raise awareness of and to address gender stereotypes. In this context, it has been decided to give greater linguistic visibility to gender differences. Where, solely for the sake of simplicity, the masculine form is used in this document, it is understood as referring to all persons who work within the community.*

## Brief overview of the degree programme and study grants

*Innovation, health and safety in organisation and effective human resources theories and practices are some of the key topics for Work, Organisational and Personnel Psychology (WOP-P) Master. The track "Occupational Health Psychology" with main focus on: Occupational Health Psychology, Human Factors and Safety, Innovation and Diversity Management. International mobility is an opportunity but not mandatory. Managed by University of Bologna, including tuition fees, grants and financial benefits.*

### RELEVANT DEADLINES

Applications will be assessed by the Admission Board in accordance with the procedure outlined below.

#### INTAKE 1

APPLICATIONS PROCEDURE OPEN	APPLICATIONS PROCEDURE CLOSED	INTERVIEWS	RESULTS AND FEEDBACK
April 12 <sup>th</sup> 2024	May 13 <sup>th</sup> 2024 h. 13:00 Italian time	From May 27 <sup>th</sup> to June 06 <sup>th</sup> 2024	June 17 <sup>th</sup> 2024

The list of admitted candidates to attend the personal preparation test will be published on the Degree Program website at the page <https://corsi.unibo.it/2cycle/OrganizationalPsychology/how-to-enrol>

on the following date: **May 20<sup>th</sup>, 2024**

## SECTION 1 – ADMISSION REQUIREMENTS

In order to be admitted to the second-cycle degree programme in WORK, ORGANIZATIONAL AND PERSONNEL PSYCHOLOGY (CURRICULUM: OCCUPATIONAL HEALTH PSYCHOLOGY) the second-cycle degree programmes indicated in this Call, candidates must:

- a) hold a first-cycle **ACADEMIC QUALIFICATION**, i.e., a three-year University degree or diploma or other suitable qualification obtained abroad.  
Candidates who have not yet obtained a first-cycle qualification may also apply. The application procedures are outlined in Section 2 – HOW TO APPLY;
- b) meet the **CURRICULAR REQUIREMENTS** outlined in section 1.1;
- c) 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 1.1. Any other language requirements included in section 1.1 must also be met;
- d) have their **PERSONAL KNOWLEDGE AND SKILLS** positively assessed in accordance with the procedures set out in section 1.2.

An appointed committee will check the candidates' academic backgrounds and that they meet the requirements for admission.

### 1.1- Curricular and language requirements

#### CURRICULAR REQUIREMENTS

To access the degree course, possession of one of the following access requirements is mandatory:

- First level (i.e. Bachelor) degree in one of the following classes:

ex D.M. 270/2004: Class L-24 PSYCHOLOGICAL SCIENCES AND TECHNIQUES;

ex D.M. 509/1999: Class 34 PSYCHOLOGICAL SCIENCES AND TECHNIQUES;

**OR**

- having acquired a degree with at least 88 credits in the scientific-disciplinary sectors from M-PSI/01 to M-PSI/08: at least 6 credits for each scientific-disciplinary sector M-PSI/01 (General Psychology), M-PSI/02 (Neuropsychology), M-PSI/03 (Psychometrics), M-PSI/04 (Developmental Psychology), M-PSI/05 (Social Psychology), M-PSI/06 (Organizational Psychology), M-PSI/07 (Psychodynamics) and M-PSI/08 (Clinical Psychology).

The number of credits (at least 88) in psychological subjects must have been acquired **in a single study course (additional degrees or single courses will not be considered)**.

**OR**

- other qualifications obtained abroad (e.g. Bachelor degree with a major in Psychology) recognized as suitable according to current legislation.

## 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 by the submission of a suitable certificate. Applicants who do not hold a valid B2 English certificate will be assessed on the required level of English during the interview to assess their level of preparation. The list of recognized certificates is published on the CLA (University Linguistic Center) website <https://centri.unibo.it/cla/it/riconoscimento-idoneita-linguistica>

- To access the course, it is necessary to have knowledge of the Italian language equivalent to a level not lower than B2 of the CEFR. Foreign students who do not meet this requirement will need to include training activities aimed at achieving the required level in their study plan.

## 1.2- Assessment of personal knowledge and skills

Admission to the second cycle degree/two-year master programme requires candidates to pass an assessment of personal knowledge and skills through an interview (in English) that will be held by the selection Committee and will be focused on the following topics:

- Work, Organisations and Human Resources Psychology;
- Social Psychology
- Research Methodology
- English language skills

**The maximum achievable score is 30 points; the minimum score to be eligible for admission is 18 points.**

The **scoring criteria** are the following:

- Basic knowledge in the field of work and organizational psychology (max 10 points)
- Knowledge of applications in work and organizational psychology and in social psychology, with particular attention to occupational health and emerging issues (max 6 points)
- Understanding of the research methodology by reading and understanding an abstract of an empirical study (max 8 points)
- Previous experience or qualifications (max 6 points). More specifically, it means:
  - Bachelor degree's dissertation in the area of Work and Organizational Psychology;
  - Curricular or professional internship experiences in the area of work and organizational psychology and skills learned;
  - Professional activities in the area of work and organizational psychology and skills learned.

## Mandatory bibliography

1. Demerouti, E., & Bakker, A. B. (2023). Job demands-resources theory in times of crises: New propositions. *Organizational Psychology Review*, 13(3), 209-236.  
<https://journals.sagepub.com/doi/full/10.1177/20413866221135022>
2. Chowdhury, S., Dey, P., Joel-Edgar, S., Bhattacharya, S., Rodriguez-Espindola, O., Abadie, A., & Truong, L. (2023). Unlocking the value of artificial intelligence in human resource management through AI capability framework. *Human Resource Management Review*, 33(1), 100899.  
<https://www.sciencedirect.com/science/article/pii/S1053482222000079>
3. Wanberg, C. R., Ali, A. A., & Csillag, B. (2020). Job seeking: The process and experience of looking for a job. *Annual Review of Organizational Psychology and Organizational Behavior*, 7, 315-337. <https://www.annualreviews.org/doi/abs/10.1146/annurev-orgpsych-012119-044939>
4. Psycho-social research methodology manual (Free choice).

## SECTION 2 – HOW TO APPLY

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

1. **Log in to** Studenti OnLine ([www.studenti.unibo.it](http://www.studenti.unibo.it)), using your SPID or CIE username and password. The system will automatically retrieve your personal details and it will create your University credentials ([nome.cognome@studio.unibo.it](mailto:nome.cognome@studio.unibo.it)).

International students who do not have an ID 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](http://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 Work, Organizational and Personnel Psychology - curriculum Occupational Health Psychology".

3. **UPLOAD the required documents in PDF format:**

### MANDATORY DOCUMENTS

- For students holding a qualification obtained outside the University of Bologna - **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.
- For students holding a qualification obtained outside the University of Bologna - Self-certification regarding your first-cycle academic qualification with a list of completed exams, if obtained in Italy, or a copy of the qualification obtained abroad which enables access to second-cycle degree programmes in the country in which it was obtained. This must be submitted along with a Transcript of Records and a Diploma Supplement, where available,

translated into Italian or English. If you have not yet obtained the aforementioned qualification, upload the list of completed exams or the Transcript of Records.

- Certificate attesting to your English language competency or other language certifications indicated in section 1.2;

#### **OPTIONAL DOCUMENTS**

- Copy of a valid residence permit, only for extra EU citizens, if already held.
- Adaptation request form for students with disabilities (*only for programmes that entail meetings or exams*). Further information is available at <http://www.studentidisabili.unibo.it/servizi-agli-studenti/richiesta-di-adattamenti-per-le-prove-di-ammissione>.

#### **Remember**

The admission test is free and therefore **no payments are required**.

The Admission Board will only assess documents uploaded through the online application. Any mandatory documents that are missing or only partially uploaded by the application deadline shall result in the candidate not being considered (or selected) for admission.

Documents must not be sent by post or email to administrative offices.

### **SECTION 3 – ADMISSION**

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

Admission to the master's degree program is subject to passing a verification of the adequacy of personal preparation carried out by the Admission Board which will take place through an interview in English; the interview will be online via Microsoft Teams. The selection interview will be aimed at verifying the candidates' basic knowledge in the areas listed in section 1.2.

Candidates will be notified about admission to the degree programme via Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) in the detailed section of "Applications in progress" **on May 20<sup>th</sup> 2024**.

This publication will be the only means of legal publicity on the outcome of the test.

**A negative outcome of the test precludes enrolment.**

## SECTION 4 – ENROLMENT

Candidates who have passed the test to verify the adequacy of personal preparation and who are in possession of the mandatory curricular requirements must enroll in the following terms and methods:

**from July 25<sup>th</sup> to October 29<sup>th</sup> 2024 (and from October 30<sup>th</sup> to November 21<sup>st</sup> 2024 with late payment fine);**

To enrol, you should complete the following steps.

### A) Candidates enrolling for the first time

Within the deadlines indicated above, candidates must:

- 1. log on** to [www.studenti.unibo.it](http://www.studenti.unibo.it) logging in with SPID or CIE credentials, international students may access entering the username and password obtained when registering for the selection procedure.
- 2. select "matriculation"**, then select "Second-cycle Degree", and then the degree programme "Work Organizational and Personnel Psychology", track "Occupational Health Psychology" and enter the required data, attaching a jpg file containing a passport-size photo of your face.

Please note that in the event of false declarations, in addition to incurring the penalties established by art. 496 of the Penal Code, the right to enrolment and any benefits obtained are automatically canceled, without the right to any reimbursement of the sums paid;

- 3. pay the first instalment or the whole amount** following the instructions on the website [www.studenti.unibo.it](http://www.studenti.unibo.it) by the above-mentioned terms

#### 4. activate the student career:

- if the student has enrolled logging in with SPID or CIE credentials, after having made the payment, the university career will be activated directly without any further action, except in cases a), b), c), d) listed below, in those cases, before career activation it's necessary to verify the certifications by the University;
- if the student enrolled using a username and password, to activate his/her career it's necessary to proceed with the personal identification according to the methods indicated on Studenti Online in the details of the enrolment procedure.

If the student is in one the cases listed below, he/she must check below what to do to complete the enrolment to activate his career:

## 4.1 - Specific cases

a) if you are a **non-EU citizen with equivalent status**, you must send a copy of a valid residence permit which allows the equivalent status to the email address of the Cesena student secretariat (segcesena@unibo.it);

b) if you are a **non-EU citizen residing abroad**, you must consult the detailed 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 "BANDI", select "Enrollment a.y. 24\_25 - uploading the documents of international students and students with a foreign qualification" and upload a copy of the valid residence permit or, if not yet issued, a copy of the entry visa for study and subsequently a copy of the receipt certifying the successful request (with which your enrollment will be accepted with reserve);

c) if you have a **qualification obtained abroad**, you must consult the detailed 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 "BANDI", select "Enrollment a.y. 24\_25 - uploading the documents of international students and students with foreign qualifications" and upload the documentation relating to the qualification **no later than 28/02/2025**. Subsequently, after arriving in Italy, he will have to make an appointment with the Cesena Student Administration Office to show the originals of the degree title.

**The activation of the career must take place no later than 28 February 2025, otherwise your enrollment will be cancelled.**

**Admitted candidates in possession of an Italian qualification must also send the following substitutive declaration of the degree certificate to the Cesena Student Administration Office by November 21<sup>st</sup> 2024, if it has not already been uploaded to Studenti Online during the registration phase for the selection:**

- substitutive declaration of the degree certificate, pursuant to art. 46 of the Presidential Decree no. 445/2000, signed by the candidate, indicating the degree obtained and the degree class, if in possession of a degree of class 34 pursuant to Ministerial Decree 509/1999 or of the class L-24 ex D.M. 270/2004;

or

- substitutive declaration of the degree certificate, pursuant to art. 46 of the Presidential Decree no. 445/2000, signed by the candidate, indicating the degree obtained, the degree class, the exams taken, the marks obtained, the credits and the scientific-disciplinary sectors, if in possession of a degree in a class other than class 34 pursuant to Ministerial Decree 509/1999 or by class L-24 ex D.M. 270/2004.

**Graduates of the University of Bologna are exempt from this and must report this condition to allow the automatic acquisition of the data.**



**For those enrolled under condition, their career will be activated only after obtaining the title.**

Graduates of the University of Bologna will receive the title directly from the systems; those who graduate in another university must access Studenti Online in the section of the enrollment procedure and enter the graduation grade by typing the appropriate button "enter graduation grade".

**In the case of conditional enrollment, the deadline for graduation is December 30<sup>th</sup> 2024.**

By activating your academic career you will be able to use services such as filling your study plan, booking exams, accessing the Wi-Fi network and online library resources and perform career actions (change of course, transfer to another university, withdrawal from studies).

Following activation, it will also be possible to print the badge by following the instructions contained in the email that will be automatically sent.

#### **WARNING**

- **Students requesting the recognition of previous careers**, after enrollment, by the deadline of **November 21<sup>st</sup>, 2024**, must follow the instructions reported here: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/shortening-of-the-degree-programme> those who will not comply with the deadline of November 21<sup>st</sup> 2024 will no longer be able to request recognition of previous careers.
- **Students holding a certificate demonstrating recognised invalidity of at least 66% or a certificate complying with Law 104/92**, in order to benefit from the exemption detailed at <https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-disabled-students> , upon enrolment must send, to the email address of the Cesena student secretariat ([segcesena@unibo.it](mailto:segcesena@unibo.it) ) , the certificate attesting their condition.

## **B) Candidates coming from other universities**

Candidates from other universities who have passed the test to verify their personal preparation and who possess the mandatory curricular requirements, **from July 25<sup>th</sup> to October 29<sup>th</sup> 2024 (and from October 30<sup>th</sup> to November 21<sup>st</sup> 2024 with a late payment fine);**

must in order:

- 1) log on** to [www.studenti.unibo.it](http://www.studenti.unibo.it) logging in with SPID or CIE credentials, international students may access entering the username and password obtained when registering for the selection procedure.
- 2) select "matriculation"**, then select "Second-cycle Degree", and then the degree programme "Work Organizational and Personnel Psychology", track "Occupational Health Psychology" and enter the required data, attaching a jpg file containing a passport-size photo of your face.

Please note that in the event of false declarations, in addition to incurring the penalties established by art. 496 of the Penal Code, the right to enrolment and any benefits obtained are automatically canceled, without the right to any reimbursement of the sums paid;

**3) pay the first installment of the annual contribution fee or the entire contribution fee by the given deadlines;**

**4) apply for transfer procedure** at the University of origin (by the given deadline)

To complete the transfer, once the documentation sent by the origin university will be received, the Student's secretariat will ask the candidate to **pay the specific leave allowance** which must be paid not later than the arrival date of the documentation sent by the University of origin.

## **C) Candidates coming from other Study Programs of the University of Bologna**

Candidates enrolled in other degree programs of the University of Bologna who have passed the admission test and who possess the necessary curricular requirements, must fill in the application for course changes online following the instructions on [www.studenti.unibo.it](http://www.studenti.unibo.it) for course changes.

In order to make the transition, candidates must, on the following dates:

**from July 25<sup>th</sup> to November 21<sup>st</sup> 2024;**

**1 - pay the first installment** of the new academic year on the course of origin and be up to date with the payment of the enrollment fees of the previous academic years;

**2 - fill in the application for course changes online** on [www.studenti.unibo.it](http://www.studenti.unibo.it) by clicking on 'Change of course' and entering the required data;

**3 – pay the passage cost of € 96.00** including stamp tax.

The career in the master's degree course in Work Organizational and Personnel Psychology - Occupational Health Psychologists curriculum, will be active only following the resolution of recognition and continuation of studies by the Study Course Council.

It will be possible to attend teaching activities in the course of origin up to the time of completing the transfer application online.

**Note: Admitted candidates who do not comply with the prescribed requirements within the peremptory deadlines indicated above will not be able to enroll.**

## **STUDENTS WITH FOREIGN QUALIFICATIONS**

Having completed the above steps, check [the documentation necessary](https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-a-second-cycle-degree-programme-foreign-qualification) for matriculation (*Extended link <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-a-second-cycle-degree-programme-foreign-qualification>* ).

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](#)

*Extended link (<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/declaration-of-value-translation-and-legalization>)*

**Academic qualifications and certificates written in English, French or Spanish do not require translation.**

Arriving at the University of Bologna, students will have to book an appointment with the Student Administration Office in Cesena Campus in order to show the original copies of their documentation.

## **NON-EU STUDENTS AND RESIDENTS ABROAD**

Non-EU citizens residing abroad, in addition to participating in the selection, must follow the procedures defined by the Ministry of University and Research (MUR) with a specific circular (Circular MUR) available on: [www.studiare-in-italia.it/studentistranieri/](http://www.studiare-in-italia.it/studentistranieri/)

**It is mandatory to pre-register on Universitaly portal**  
(<https://www.universitaly.it/index.php/students/stranieri> )

**and apply for an entry visa for study purposes.**

[Click here to learn how](https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/visa-and-rules-for-residence-in-italy/before-leaving-home-entry-visa) – (extended link <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/visa-and-rules-for-residence-in-italy/before-leaving-home-entry-visa>)

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](#)

**Academic qualifications and certificates written in English, French or Spanish do not require translation.**

### **4.2- Tuition fees and benefits**

The enrolment fees, net of the first instalment, for the 2024/2025 academic year and information on benefits and exemptions will be published on the University website on the page [www.unibo.it/Tasse](http://www.unibo.it/Tasse).

Remember that your fees 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 <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees> If you do not submit your 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](http://www.er-go.it).

*If you are already enrolled in other study programmes, before making the transfer, carefully consult the merit requirements for access to benefits, indicated in the notice published on [www.er-go.it](http://www.er-go.it) as your career, depending following the transfer or transition to the destination programme, it is assessed starting from the year of first enrollment at university, regardless of the awards obtained or the year of the program to which you will be admitted by the Degree Program Board. This could cause you to lose your benefits.*

## SECTION 5 – FINAL NOTES & CONTACTS

### FINAL NOTES

Any communications regarding this notice will be published on Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)).

The information relating to the processing of personal data can be consulted on the page [www.unibo.it/PrivacyBandiCds](http://www.unibo.it/PrivacyBandiCds)

### OFFICE CLOSED:

Monday June 24<sup>th</sup> 2024

from Monday 12<sup>th</sup> to Friday 16<sup>th</sup> August 2024 (summer closure).

**For information on the call for applications and administrative information (e.g. deadlines, recovery of places, enrollment procedures, etc.):**

#### **Students Administration Office Campus di Cesena**

Via Montalti 69, palazzo Urbinati, 47521 Cesena

Email [segcesena@unibo.it](mailto:segcesena@unibo.it)

to contact the Office see <https://www.unibo.it/it/campus-cesena/servizi-di-campus/segstu-ce>

**For teaching/educational information:**

**Programme Coordinator:** Sergio Sangiorgi

**E-mail:** [sergio.sangiorgi@unibo.it](mailto:sergio.sangiorgi@unibo.it)

**For ICT information (for example: access credentials, data entry, application use / malfunction, IT difficulties, etc.):**

#### **Help desk Studenti online**

Phone +39 051 2080301

Email [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it)

**Information for international students or students with qualifications obtained abroad** (for example: eligibility of foreign qualifications for admission, pre-enrollment, visas and residence permits, economic benefits for international students, etc.)

**International desk (Bologna)**

Email [internationaldesk@unibo.it](mailto:internationaldesk@unibo.it)

To contact the International Desk check the link

[www.unibo.it/ContattiStudentiInternazionali](http://www.unibo.it/ContattiStudentiInternazionali)

**Information on fees and benefits:**

**Student's contribution office**

Email [ases.contribuzionistudentesche@unibo.it](mailto:ases.contribuzionistudentesche@unibo.it)

To contact the office access the link:

<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>

**Information for students with disabilities:**

**Help for Students with disabilities**

Email [ases.adattamentiammissione@unibo.it](mailto:ases.adattamentiammissione@unibo.it)

To contact **Help for Students with disabilities**

Access the link [www.studentidisabili.unibo.it](http://www.studentidisabili.unibo.it)

**DATE**

Cesena, 12 April 2024